

ARCHITECTURAL BOARD OF REVIEW GUIDELINES

PART 1: ARCHITECTURAL DESIGN
PART 2: LANDSCAPE DESIGN
PART 3: MEETING PROCEDURES



Prepared By
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF SANTA BARBARA
CALIFORNIA

Revised
July 3, 2007

ARCHITECTURAL BOARD OF REVIEW GOALS

The Architectural Board of Review (ABR) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

- A. to protect the historic and architectural qualities of Santa Barbara;
- B. to protect the beauty and ecological balance of Santa Barbara's natural resources;
- C. to insure development and building consistent with the policies of the General Plan and Zoning Ordinance;
- D. to promote high standards in architectural design and the construction of aesthetically pleasing structures;
- E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;
- F. to encourage planning which is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;
- G. to promote neighborhood compatibility;
- H. to encourage the preservation of pre -1925 and Hispanic styles of architecture;
- I. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture;
- J. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal; and
- K. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources.

ARCHITECTURAL BOARD OF REVIEW GUIDELINES

INTRODUCTION

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INTRODUCTION

Purpose of the ABR Guidelines

The Architectural Board of Review (ABR) Guidelines set have been developed to guide development proposals to ensure high standards of design are maintained in development and construction in the City of Santa Barbara. The Guidelines are also intended to assist public understanding of the stated goals and adopted policies of the ABR. In addition to ABR-specific guidelines, there are Supplemental Design Guidelines found in a series of separate documents. These Supplemental Design Guidelines provide more detailed direction for some projects. However, many ABR projects are not in an area with supplemental guidelines. These guidelines clarify ABR criteria for reviewing plans throughout the City.

SECTION 1 Architectural Board of Review Background, Purpose, and Interpretation

- 1.1 **Background.** The ABR was established by ordinance on July 16, 1925, and met for seven months before being dissolved. It was re-established by ordinance in 1947. In 1949, the ABR was designated a Charter Committee by popular vote. Currently, the ABR consists of nine members, two of whom must be licensed architects, one a landscape architect, and three other professionals in related fields such as design or engineering. A quorum consists of four members, one of whom is an architect.
- 1.2 **Objective.** The ABR is charged with the responsibility for "the protection and preservation as nearly as is practicable of the natural charm and beauty of the area in which the City is located and the historical style, qualities and characteristics of the buildings, structures and architectural features associated with and established by its long, illustrious and distinguished past". Santa Barbara has, for many years, enjoyed a widespread reputation for its distinctive buildings and the generally pleasing inter-relationship of these buildings with plantings, parks, beaches and the harbor, against a background of gently rounded foothills and mountains. The beauty and charm of this picture has enhanced the basic attraction of its year-round mild and equable climate.

Santa Barbara's distinctive architecture is a regional style with a Mediterranean influence. It reflects the City's historic past and compliments its setting in the natural environment. The successful adaptation of these architectural forms, with ingenious variations to meet modern needs, using simple materials, generous landscaping, human scale and soft colors, has resulted in the achievement of an architectural harmony that distinguishes Santa Barbara from other cities. It is essential for rational and continued improvement of our community that these important facts be recognized. It is paramount that property owners, architects and builders use initiative and their best judgment and talents toward development of buildings of character that harmonize with their surroundings and are suitable for proposed sites.

SECTION 2 Guideline Interpretation and Application

The ABR is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are listed on the back side of the cover of this document. These guidelines help to define how ABR carries out the goals.

These Guidelines are designed to provide direction to the ABR members and to the public as a whole; they are not intended to be binding in nature. Although failure to meet the Guidelines can form a basis for denial of a project, non-compliance with these Guidelines shall not be grounds to invalidate any action taken by the ABR, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.

All questions regarding the proper interpretation and application of these Guidelines shall be resolved by the ABR or, upon appeal, the City Council.

Relationship to the General and Coastal Plans. The Santa Barbara General Plan contains policies and direction regarding the visual aspect of development, neighborhood compatibility, and landscaping. General and Coastal Plan policies and direction prevail over both the Zoning Ordinance and ABR Guidelines.

Relationship to Zoning Ordinance. The Zoning Ordinance contains many standards which plans must comply with prior to ABR review. In using the Design Guidelines, Code requirements prevail over the guidelines. These guidelines are intended to augment the Municipal Code by providing guideline details to complement topics in the Code, as well as to provide guidelines on additional topics.

Relationship to Other ABR Guidelines. A number of other ABR Guidelines, described below under "Special Guidelines," also include direction regarding architectural appearance, site design and landscaping. This set of ABR Guidelines is compatible with those guidelines. These ABR Guidelines are more detailed on some subjects than the supplemental guidelines. However, where there are two guideline sets applicable to a project addressing the same issue, supplemental specific area or supplemental special district guidelines would prevail over these ABR guidelines. (See SBMC 22.68.060).

Guideline Organization. The ABR Design Guidelines are divided into three parts in addition to this introduction. Part 1 contains the Architectural Design Guidelines. Part 2 contains guidelines for projects which require landscape plans. Part 3 explains the ABR Meeting Procedures and Staff's role in ABR agenda preparation.

SECTION 3 Supplemental Design Guidelines

In addition to the basic guidelines outlined in the ABR's Architectural and Landscape Guidelines, other guidelines for specific types of development and for specific areas of the City have been prepared with input from the ABR, Historic Landmarks Commission, Planning Commission, and others. These supplemental guidelines are contained in separate documents and include the following:

- A. **Outdoor Lighting Design Guidelines.** These guidelines itemize acceptable standards for outdoor lighting installations throughout the City. The guidelines recommend specific

outdoor lighting design standards to avoid excessive glare.

- B. **Wireless Communication Facilities/Antenna Design Guidelines.** These guidelines establish design standards for the screening, location, and appearance of wireless communication facilities to minimize adverse visual impacts related with these installations.
- C. **Passive Solar Design Guidelines and Recognition Program.** The best way to reduce energy consumption is through conservation. The Passive Solar guidelines encourage building siting, orientation, materials, construction techniques and landscaping to reduce long-term energy needs for new developments.
- D. **Solar Energy System Design Guidelines and Recognition Program.** This document specifies how to achieve a solar energy system that is high performing as well as aesthetically well integrated with its surrounding location, and therefore eligible for a recognition award from the City of Santa Barbara.
- E. **Sign Review Guidelines.** These guidelines itemize acceptable standards for the placement of signs throughout the City. The guidelines describe specific points of Sign Committee review, which promote aesthetic signing, and graphic design that enhances the architectural style or historical quality of a building.
- F. **Outdoor Vending Machine Design Guidelines.** These guidelines establish design standards for screening, location, signage, illumination and appearance of outdoor vending machines to minimize negative visual impacts related with these installations.
- G. **Urban Design Guidelines.** These guidelines apply to the City's Urban Grid. The intent of the guidelines is to ensure traditional design principles and pedestrian-friendly design concepts are incorporated into development proposal designs. The guidelines provide design criteria illustrations usable by design professionals, the public, and the ABR to evaluate development proposal consistency appropriate design principles.
- H. **Waterfront Area Design Guidelines.** These Guidelines establish a general design theme, which emphasizes the area's proximity to the ocean and Harbor areas. These Guidelines apply to all property in the area of the Harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.
- I. **Upper State Street Area Design Guidelines.** These Guidelines apply to the Upper State Street Area, an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De la Vina Street from Constance Avenue to State Street; commercially developed areas along Hope Avenue, Hitchcock Way and La Cumbre Road and the commercial areas along Calle Real and Pesetas Way. The Upper State Street area is divided into 6 separate neighborhoods. It is recognized each of these is different and requires unique architectural solutions. These Guidelines describe the different neighborhoods and provide assistance for design development to remain compatible with the neighborhoods. In addition, there are special landscaping guidelines for the Upper State Street Area.
- J. **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the people in

the Haley-Milpas area in improving the appearance of their property. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.

- K. **Lower Riviera Special Design District Guidelines.** These guidelines regulate development within the Lower Riviera Special Design District in order to ensure its continuing compatibility to the proposed Bungalow Haven Historic District, which lies within its core. The guidelines define project designs that would be appropriate, compatible with the historic streetscape and character of the Special Design District.
- L. **Airport Design Guidelines.** These Guidelines were established to recognize the aviation-oriented architecture in this area and to protect the theme established by the Mediterranean style of the airport terminal. The Guidelines apply to all property in the airport area.

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PART 1

ARCHITECTURAL DESIGN



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COMMUNITY DEVELOPMENT DEPARTMENT

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ARCHITECTURAL DESIGN GUIDELINES
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ARCHITECTURAL DESIGN GUIDELINES

Purpose of the Architectural Design Guidelines.

These Architectural Design Guidelines have been developed to guide development proposals to ensure high standards of design are maintained in development and construction in the City of Santa Barbara. The Architectural Design Guidelines are also intended to help the public understand the stated goals and adopted policies of the Architectural Board of Review (ABR). The Architectural Design Guidelines are intended to provide a clear statement of preferred design solutions and building materials considered acceptable by the ABR. Generally, these guidelines apply to both commercial and multi-family residential projects, unless the individual guideline specifies a more narrow scope of application.

SECTION 1 Site and Surrounding Area Considerations

1.1 **Relation to Site.** Buildings should be designed to relate to the site's existing landforms and contours and to present an integrated appearance. Over-building of a site may be considered grounds for project denial.

1.2 Area Compatibility – Commercial and Multi-Family Residential.

A. **General.** In areas which possess examples of distinctive architecture, structures and additions should present a harmonious character to not clash or exhibit discord with the particular surrounding area in which they are placed. Structure elements should be consistent with the best elements that distinguish the particular area in which they are proposed. These elements include, but are not limited to:

- | | | |
|----------|--------------|-------------|
| • volume | • massing | • rooflines |
| • size | • proportion | • colors |
| | • scale | • textures |
| | • bulk | • materials |

Consideration of the existing setback and patterns of development in the particular area can also be important.

B. **Areas without Distinctive Architecture.** In areas which do not possess examples of distinctive architecture, structures and additions should be designed to lead the area toward designs which are harmonious with Santa Barbara's distinctive built environment.

C. **Transitional Areas.** When a project is within close proximity to a landmark district consideration may be given to that district's guidelines (SBMC 22.22.100 B). In these areas, project design should promote a smooth transition from one usage area or architectural style to the next. Special attention to consistency with the City's Urban Design Guidelines is recommended.

D. **Landmarks or Structures of Merit.** Projects within close proximity to a landmark or structure of merit should be sympathetic to the existing context of the landmark or structure of merit.

SECTION 2 SECTION 2 Architectural Imagery

- 2.1 **Building Design Compatibility and Consistency.** Buildings shall demonstrate compatibility in materials and consistency in style throughout exterior elevations. Building components such as windows, doors, arches and parapets should have proportions appropriate to the architecture. Additions should relate to the existing building in design, details, colors, and materials.
- 2.2 **Architectural Styles.** The ABR does not mandate required architectural styles for specific areas or locations; however, consideration should be given to several factors that influence the ABR's preference concerning proposed architectural styles. Factors such as an area's prevailing architectural styles, area compatibility and structure visibility are factors which should be considered. One of the ABR's stated goals is to encourage the preservation of pre-1925 and Hispanic styles of architecture. In addition, traditional architectural styles based on the City's Hispanic tradition are preferred at highly visible locations such as: gateway or entry points into the City, hillside development, and locations in close proximity to El Pueblo Viejo Landmark District.
- 2.3 **Building Materials.** Architectural style expressed through building materials, colors, design, exterior treatment, roof articulation and overall design in construction should be of good quality and durable exterior materials. Typical architectural enhancements include:
- A. High quality construction and materials for exterior finishes
 - B. Wood windows, recesses, articulation of openings, wood shutters, ornamental ironwork
 - C. Enhanced landscaping, paving and/or decking
 - D. Heavy timber trellis or arbor structures
 - E. Stonework and/or tile work on walls
 - F. Front entry elements and/or porches
 - G. Enhanced or high-quality roofing materials
 - H. Exposed downspouts and gutters painted or made of copper materials

SECTION 3 Historical Significance – All Structures

Potential historical or architectural structure significance should be researched. Plans should show consideration for significant historical or architectural elements if any exist on the site. Existing sandstone walls, stairways and wrought iron gates should be preserved and included as a part of the overall plan. Consultation with the City's Urban Historian is recommended for demolition or alterations proposed for structures over 50 years of age.

SECTION 4 Multi-Family Accessory Buildings, Garages, and Carports

- 4.1 **Garages.** Where possible, garages should not front or face the street. If the garage faces the street, windows and other architectural detailing should be used on garage doors to eliminate a blank appearance.
- 4.2 **Multi-Family Residential Accessory Buildings.** In multi-family residential zones, accessory buildings should not be large or located in visually prominent areas that detract from the neighborhood's quality.
- 4.3 **Multi-Family Residential Construction over Carports.** In multi-family residential zones, construction over carports is discouraged unless there are special considerations. Garages are more appropriate than carports on the ground floor of multiple story buildings as they provide a more visually substantial mass to support the visual mass of upper stories.

SECTION 5 Utilities and Equipment

- 5.1 **Utility Screening.** Utilitarian facilities, such as electrical transformers, satellite dishes, backflow prevention devices, loading docks, and maintenance or trash storage areas generally should be located with consideration first of public views of the project and second with consideration of neighboring structures and must be appropriately screened.
- 5.2 **Rooftop Equipment.** Equipment should be screened. Screening should present an integrated appearance with the overall building.
- 5.3 **Solar Energy Systems.** Applicants are encouraged to consider solar panel installations which are high performing and aesthetically well-integrated, consistent with the City's Solar Energy System Design Guidelines.
- 5.4 **Skylights.** Skylights can be a source of natural lighting; however, they can often become the source of unnecessary heat gain in summer and heat loss in winter. Clerestory windows or "solar tubes" (see item D, below) are often recommended as a better way to meet natural lighting needs and maintain an energy-efficient structure.
 - A. Skylights are allowed when they are compatible with the architectural style of the building in which they are proposed and when they are compatible with the character of the surrounding neighborhood.
 - B. Flat skylights, made of non-reflective materials, are the preferred skylight type.
 - C. White plastic skylights or small dome shaped skylights may be acceptable if the skylights are screened by existing parapets, roofs, building forms or other equipment and it can be clearly demonstrated that the proposed skylights are not readily visible from adjacent properties or public ways.
 - D. Plastic domed solar tube skylights may be allowed if placed in areas that are not highly visible.
 - E. The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed.

- 5.5 **Site Lighting.** Outdoor lighting shall comply with the Outdoor Lighting Design Guidelines.

SECTION 6 Energy Efficiency, Green Building Design

The built environment has a profound impact on our natural environment, economy, health and productivity. Building green is a design and construction method that recognizes this impact and focuses on creating buildings that minimize the impact on the environment while positively affecting the economy and the health of the building occupants. To address these impacts, building green focuses on four major components:

- Energy and Water Conservation
- Site Planning
- Material and Resource Use Reduction
- Indoor Air Quality Improvements

Building green is encouraged as much as possible.

- 6.1 **Energy Efficiency.** Buildings shall be designed and oriented to maximize energy efficiency and conservation including lighting design. Feasible passive and active solar design principles are encouraged.
- 6.2 **Green Building Design.** The ABR supports building designs that incorporate green building design principles and use energy efficiently. Buildings that conserve resources and use renewable sources of energy, including solar, wind, and biomass, can be supported if the designs maintain an acceptable aesthetic quality and fit into the site and neighborhood.

Developing a plan for a green building design can reduce energy use, cool urban heat islands, and prevent storm-water runoff, as well as contribute to wildlife habitat and air quality. There are many ways to conserve resources during the building process.

Following are some specific green building concepts:

- Selecting materials that have at least some recycled content can conserve natural resources and virgin materials.
- Selecting materials with less chemical or synthetic content, such as low VOC paints or adobe bricks, can reduce environmental toxins.
- Minimizing construction waste can ease the impact on landfills and resources.
- Installing water- and energy-efficient products and/or orienting a building and selecting landscaping in response to solar and breeze patterns can conserve resources while reducing operating costs.
- Selecting building materials made from easily renewable resources conserves non-renewable resources.

SECTION 7 Roofing Materials

- 7.1 **General.** Roofing material and color should be consistent with the building's architectural style. Eave closures, a.k.a. bird stops, if any are proposed, shall be mortared with natural cement.
- 7.2 **Mission Tile.** Where a traditional Hispanic architectural style is proposed or where the location is highly visible or prominent, the use of two-piece terra cotta (Mission, "C-tile") roof is required.
- A. Terra cotta roof tile shall not have a glossy finish.
 - B. Where two-piece "cap and pan" Mission tile is used on gable, shed and hipped roofs, the following installation criteria should apply:
 - 1. There should be a double starter row employed at the eave ends.
 - 2. Field tiles are to be laid in random or scattered fashion.
 - 3. The roof should have natural cement mortared hips and ridges.
 - 4. Terra cotta red color should be the predominant color except where other color mixtures are specifically approved.
 - 5. Tile color should be one consistent color with only slight natural variations acceptable. Artificial color "blends" are discouraged.

Exceptions to the required use of Mission Tile policy may be granted if the ABR makes the appropriate findings and determines a hardship condition exists that precludes Mission "C" roof tile use. Clay S-tile installation will be required to follow standard installation details as outlined below to mimic the Mission tile appearance.

7.3 Clay S-Tile.

- A. Non-clay simulated Mission Tile use is generally unacceptable.
- B. Clay S-Tile will be considered for approval for Affordable or Low-Income Housing projects only.
- C. The following four criteria will be utilized to determine if the use of clay S-tile will be allowed for any type of existing buildings:
 - 1. The proposed clay S-tile installation is compatible with the building's architecture and the neighborhood character.
 - 2. The proposed application meets with the intent of the ABR guidelines.
 - 3. The building cannot structurally support the weight of 2-piece, clay barrel tile, and clay S-tile is an appropriate alternative solution.
 - 4. The applicant made a concerted effort to make the roof attractive.

7.4 Required Installation Details as Conditions of Approval

- A. A double starter row of two-piece barrel tile is employed at the eave ends.
- B. The roof has 15% to 20% of the field tiles laid with mortared randomly placed boosters (kickers).
- C. Natural cement mortared hips and ridges are present.

SECTION 8 Architectural Elements - Commercial

Architectural elements such as windows, doors, cornice elements, columns, arches and roof forms can be utilized to enhance a building. These elements should be detailed to provide modulation, visual interest and textured relief.

- 8.1 **Architectural Features.** Features should enhance the architectural form and style of the structure. As a general rule, massing and details should be simple and proportionate to the building scale. Windows, entries, recesses, balconies, and stairways should add building interest.
- 8.2 **Color.** Building color should complement architectural details and blend with surrounding buildings or dominant structures. For large buildings located in the Downtown area, the major building mass of a structure should be white (where appropriate to the architectural style proposed). For smaller buildings, a more varied color palette for body and trim color may be appropriate.
- 8.3 **Stucco Texture.** Unless otherwise directed by the ABR, stucco should present a smooth, undulating troweled finish. A float sand finish may be acceptable. Rough texture, such as skip trowel or Spanish lace, is unacceptable. Exterior materials and architectural elements should compliment each other. For example, heavy materials should appear to support lighter materials.
- 8.4 **Windows and Doors.** The pattern of windows and doors should be consistent with the building's architectural style.
- 8.5 **Roof Ridgelines.** Roofs should be articulated using elements such as false chimneys, towers and decorative vents and caps. Roof materials and overhangs can create shadow patterns. Decorative cornices can be added to provide visual interest.

SECTION 9 Architectural Elements - Multi-Family Residential

Architectural elements such as windows, doors, and cornice elements should create a rhythmic composition taking into consideration scale, style and architectural proportion. These elements should be detailed to provide modulation, visual interest and textured relief.

9.1 General

- A. **Architectural Features.** Features should enhance the architectural form and style of the unit(s). For example, dormers, bay windows, porches, balconies, and entrance projections can add interest to the unit(s).
- B. **Color.** Building color should complement architectural details and blend with neighborhoods.
- C. **Stucco Texture.** Unless otherwise directed by the ABR, stucco should present a smooth, undulating troweled finish. A float sand finish may be acceptable. Rough texture, such as skip trowel or Spanish lace, is unacceptable.
- D. **Windows.** The pattern of windows and doors should reflect the scale and patterns in the neighborhood.

- E. **Reflective Glass Material.** In general, deck-railing materials should be selected to be consistent with the architectural style of the structure. The use of decorative glass railings as guardrails or as windscreens is not the preferred material at highly visible locations due to the possible glare associated with these types of installations.

Installations of reflective glass materials will be reviewed to determine if the installation is compatible with the structure and that it does not create significant glare problems.

- F. **Cost Consideration.** The ABR shall take the total cost of the applicant's design into consideration when reviewing qualified affordable housing projects. The expected cost of certain preferred design elements is to be evaluated to maintain the affordability of multi-family residential units.

- 9.2 **R-2 (Two Family) Zone Accessory Dwelling Units.** Review of accessory dwelling units proposed on lots with a total lot area of between 5,000 and 6,000 square feet in the R-2 Zone shall be guided by the following. Also, note landscaping guidelines specific to the R-2 zone in the ABR Landscaping Guidelines.

- A. Accessory Dwelling Units shall be reviewed for neighborhood compatibility and neighborhood character preservation.
- B. Encourage existing building preservation when feasible.
- C. Consider second-story window placement in relationship to neighboring buildings to preserve the privacy of existing uses on neighboring parcels.
- D. Fencing or barriers consistent with zoning shall be required along driveways to prevent parking on front yards.

- 9.3 **Condo Conversions.** Projects which convert existing residences into condominiums are required to be aesthetically attractive, safe, and of quality construction in the SBMC. The following guidelines apply specifically to condominium conversion projects.

- A. Unit design should create a sense of separate identity and individuality.
- B. Entries should be easily identifiable and functional.
- C. Open space should be designed to be useable, defensible and safe.
- D. Special consideration should be given to privacy issues in project design.
- E. Special attention should be given to appropriate project scale, especially with apartment buildings built in the '50s and '60s.

The architectural character of the proposed condominium should also be carefully considered.

SECTION 10 Administrative Approval Standards

Various ABR review levels: Concept, Preliminary, In-Progress, Final, Review After Final and Consent Calendar are discussed in Part 3: Meeting Procedures, Section 2.6. Projects which are eligible for Administrative Review are also listed in Section 2.6.G of Part 3.

10.1 **Projects Eligible for Administrative Approval.** The following types of projects are eligible for administrative review and approval if the project complies with both the General Standards and the applicable Project Specific Standards for Administrative Review:

- Additions: Minor
- Awnings
- Chimneys and Metal Flues
- Color Changes: exterior
- Decks and porches: minor alterations
- Doors: minor alterations
- Driveways/Paving/Minor Sitework
- Fences
- Landscape Improvements
- Lighting: Exterior
- Mechanical Equipment: General
- Mechanical Equipment: Rooftop Equipment
- Roofs (and “Reroofs”)
- Sheds, Spas and Trash/Recycling Enclosures
- Sidewalk Seating for Commercial Outdoor Dining Areas
- Skylights
- Soil Remediation Systems: Temporary (1 Year)
- Time extension – first extension
- Trellises
- Walls – Freestanding
- Window – minor alterations

10.2 **General Administrative Review Standards**

- A. **Design.** The architectural design of the addition, alteration or site change is compatible with the design of the structures on site. One architectural style is required.
- B. **Materials.** The exterior finish materials of the proposed project match the existing exterior finishes of the structure.
- C. **Style.** Style is expressed through structural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions and materials. The style of the existing structure and proposed work (if different) are stated on the project plans. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference style books to confirm the proposed style classification. Staff will check for consistency of style of a structure’s proposed elements with the elements for the chosen style as described in reference materials. Staff will also check that any patterns or materials created by the existing elements are repeated in the proposed work.
- D. **Additions.** Additions match the current architectural style of the building and are of the same materials, details and colors.
- E. **Alterations.** Alterations should match the current architectural style of the building or result in one architectural style. Major alterations that propose a unique architectural style for an area are not eligible for administrative review.
- F. **Colors.** Additions match the existing colors of the building, siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure provided there is no change from the original color.

Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Simple color changes can be approved where original colors are substituted with colors from an ABR-approved color palette. Bright or non-traditional color changes would require review and approval by the ABR.

- G. **Scale.** The scale of all additions is compatible with the scale of the existing structure, style of the building and surrounding area. The scale of a project is consistent with the prevailing development patterns of additions in the area. The review criteria utilized to determine correct scale shall be the degree of visibility of the proposals, plate heights, roof pitch and maximum building heights. Additions or alterations out of character with the surrounding area or incorrectly sited on the lot are not eligible for Administrative Review.

10.3 Administrative Review Project-Specific Standards

- A. **Additions - Minor.** Additions must be under 250 square feet and not have a publicly visible affect on the overall design of the building.
- B. **Awnings.** Small canvas awnings over window or door openings that is compatible with the style and the colors of the existing structure. Bright or non-traditional color changes require review and approval by the ABR.
- C. **Chimneys and Metal Flues.** All of the following standards must be met:
1. Chimneys are either masonry or consistent with the style of the existing structure.
 2. Metal flues are painted to match the roof color.
 3. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.
- D. **Decks and Porches.** New or altered decks or porches less than 200 square feet or decks at the first floor level are eligible for administrative approval if the following standards are met.
1. **Decks.**
 - a. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
 - b. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
 - c. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate area if no decks are on immediately adjacent properties.
 - d. New decks are not located to cause potential privacy or noise impacts to adjacent properties.
 - e. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the existing structure or trim.

2. **Porches.** Traditional porch designs are eligible for administrative approval if the following standards are met:
 - a. The porch is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has no exposed under-story.
 - b. The type and color of proposed porch materials are compatible with the architectural style of the structure.
 - c. The porch railing and supports are designed so that entrance doors are easily visible from the street.
 - d. The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.
 - e. The porch is in a scale compatible with the structure to which the porch is attached.
 - f. The proposed porch roofing matches the roofing material of the structure.
- E. **Door Alterations.** Minor door alterations — for example, to enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA) — are covered by this provision. Installation of guard/hand rails shall be referred to the Consent Calendar. The modification of doors and sidelights within existing rough openings should be designed to comply with the following requirements for Administrative approvals:
 1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
 2. If doors of additions are the same size and material as existing nearby doors, the proposed doors must match the existing nearby doors in appearance.
 3. Scale and height of doors are appropriate to the surrounding area. Door and sidelight sash material matches the existing material and is either wood or steel.
 4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing.
 5. In door pairs, both doors should have the same width.
 6. In doors with sidelights, both sidelights should have the same width.
 7. Doors and sidelights should be placed symmetrically within architectural elements.
 8. Door hardware must be appropriate to the architectural style of the building.
 9. Any changes in paving material match the existing material.
- F. **Driveways/Paving/Minor Sitework.** Extensions, modifications, and additions to driveways where:
 1. Grading total is less than 50 cubic yards.
 2. There is no drainage impact on adjoining lots.

3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
 4. Any new driveway paving materials are compatible with the existing structure and surrounding area.
 5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures.
 6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.
- G. **Fences.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if:
1. The fence is 8 feet or less in height.
 2. Lot Line Fences: Fence height, length and use of materials shall be compatible with the surrounding area.
 3. Wood fences constructed of smooth cedar, redwood, high-quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
- H. **Landscape Improvements.** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape guidelines in the Architectural Board of Review Guidelines: Part II Landscape Design and may be approved administratively if there is a clear consistency with the guidelines.
- I. **Lighting – Exterior.** Both of the following standards must be met for administrative approval:
1. Replacement or installation of additional fixtures is compatible in style, color and scale with the applicant's existing structure.
 2. Lighting fixtures meet the Outdoor Lighting Ordinance and Guidelines.
- J. **Mechanical Equipment – General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for Administrative approval:
1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practical and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.
 2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
 3. All pool and spa equipment is located as far away from adjoining properties

as reasonably practical in consideration of neighbors, and the equipment's property line decibel level is consistent with the Noise Ordinance.

- K. **Mechanical Equipment – Rooftop Equipment.** Transmitting antennas, including wireless facilities, are not eligible for administrative approvals. Satellite and other rooftop equipment reviewed by Staff must comply with the following standards:
1. Equipment is screened.
 2. The screening proposal presents an integrated appearance with the overall building.
 3. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment is painted the same color as the roof or adjacent background, as specified by Staff.
- L. **Roofs.** S-Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:
1. The type and color of roofing material is compatible with the architectural style of the structure.
 2. Roofs of additions or accessory buildings match the roof of the structure.
- M. **Sheds, Spas and Trash/Recycling Enclosures.** All of the following standards must be met:
1. The spa, shed or enclosure area is 150 square feet or less.
 2. Accessory structures are located in consideration of neighbors and appropriately screened.
 3. Materials match site fencing or the main structure's materials and colors.
 4. Any mechanical equipment associated with the structure meets the mechanical equipment administrative approval criteria above.
- N. **Sidewalk Seating for Commercial Outdoor Dining Areas.** In general accord with the ABR Guidelines, the placement, style, color and types of outdoor dining furniture and barriers should be consistent with and should complement the design and appearance of the building. The placement, style, color and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations, adopted by the ABR and the City Council. Construction features shall be as approved by the City Engineer.
- O. **Skylights.** Skylights must meet the following standards for administrative Staff approval eligibility:
1. There are no more than five skylights proposed for a building.
 2. Skylights are compatible with the architectural style of the building and with the character of the surrounding area.

3. Skylights are located such that they are not visible from the front of the building or a street.
 4. Skylights follow one of the following standards:
 - a. Proposed skylights are flat and made of non-reflective materials; or
 - b. Will not be visible from off-site locations; or
 - c. Are screened by the building form, landscaping, or a parapet.
- P. **Soil Remediation Systems – Temporary (1-Year).** Systems are eligible for administrative approval if screened with 6-foot-high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.
- Q. **Time Extension.** – Pursuant to Section 22.68.110 of the Municipal Code, the first request for an extension of an ABR approval may be reviewed and approved administratively. Any subsequent extensions requests are placed on the ABR Consent Calendar.
- R. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for Administrative Staff Review. Trellises are eligible for administrative approval if:
1. The trellis covers less than 250 square feet and is less than 12 feet tall.
 2. The trellis is constructed of smooth cedar, redwood, high-quality, pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
 3. Lot line trellises' height, length and use of materials are compatible with the surrounding area.
- S. **Walls – Freestanding Only, Not Retaining.** Walls of non-traditional material, such as unfaced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not eligible for administrative approvals. Walls approved administratively must meet all the following criteria:
1. Less than 4 feet tall
 2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
 3. Similar in character with other walls visible in the surrounding area from public viewing locations
 4. Hillside Design District Walls: should blend with the natural surroundings.
 5. Lot Line Walls: Wall height, length and use of materials should be compatible with the surrounding area.

- T. **Windows.** The proposed use of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property is not eligible for administrative approvals. Both of the following standards must be met for Administrative Staff approval.
1. The type of windows and color of frames are compatible with the architectural style of the existing structure.
 2. Windows of additions match the windows of the existing structure.

ARCHITECTURAL BOARD OF REVIEW GUIDELINES

PART 2

LANDSCAPE DESIGN



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Revised

July 3, 2007

ARCHITECTURAL BOARD OF REVIEW GOALS

The Architectural Board of Review (ABR) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

- A. to protect the historic and architectural qualities of Santa Barbara;
- B. to protect the beauty and ecological balance of Santa Barbara's natural resources;
- C. to insure development and building consistent with the policies of the General Plan and Zoning Ordinance;
- D. to promote high standards in architectural design and the construction of aesthetically pleasing structures;
- E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;
- F. to encourage planning which is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;
- G. to promote neighborhood compatibility;
- H. to encourage the preservation of pre -1925 and Hispanic styles of architecture;
- I. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture;
- J. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal; and
- K. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources.

ARCHITECTURAL BOARD OF REVIEW LANDSCAPE GUIDELINES

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INTRODUCTION

Purpose of the Guidelines. To provide general and specific guidelines for landscape plan design and installation throughout the City. Landscaping should be used as a unifying element within a project to enhance a building site and help achieve project compatibility with existing surroundings while complying with applicable policies and regulations.

Relationship to the Santa Barbara General and Coastal Plan. The Santa Barbara General Plan contains policies and direction regarding landscaping in the Land Use, Conservation and Seismic Safety Elements. City scenic routes, tree preservation, creek protection and other topics are covered in the elements. The Coastal Plan also contains landscaping direction; especially regarding bluff-top development, views from Highway 101, and tree preservation and protection. General Plan and Coastal Plan policies and direction prevail over both the Zoning Ordinance and ABR Guidelines.

Relationship to Santa Barbara Zoning Ordinance. The Zoning Ordinance requires all projects involving new commercial, industrial, institutional, or multi-family buildings and site improvements to have a landscape plan prepared by a licensed design professional. The Santa Barbara Municipal Code contains specific standards that must be met in landscape plans, including:

- parking lot standards (§22.90)
- planting material standards (§28.87)
- water conservation (§22.08)
- tree maintenance (§15.24)
- vegetation removal (§22.10)

Code requirements prevail over these guidelines. These guidelines are intended to augment the Municipal Code by providing further guidelines and details to complement topics in the Code, as well as to provide guidelines on additional topics.

Why ABR Landscape Guidelines? Many projects subject to ABR review are required to have landscape plans. Projects in some areas, such as the downtown grid, are subject to supplemental guidelines which include direction regarding landscaping. However, many ABR projects are not in an area with such specific supplemental guidelines. These guidelines clarify and expand on ABR criteria for reviewing required landscape plans throughout the City.

Relationship to Other ABR Guidelines. A number of other Supplemental Guidelines, listed in Part 1 of the ABR Architectural Design Guidelines include landscaping guidelines. In general, this document is compatible with those guidelines. However, where there are two guideline sets applicable to a project addressing the same issue, the Supplemental Guideline that applies to the specific area or special district would prevail over these ABR guidelines.

Relationship to Other City Handouts. The City provides full color handouts which provide specific techniques on how to comply with the Landscape Design Standards for Water Conservation and other sustainable landscaping techniques.

Full-color handouts regarding sustainable and water-wise landscaping are available in the 630 Garden Street lobby area and on-line at:

www.santabarbaraca.gov/Government/Departments/PW/WCBrochuresAndMore.htm

- **Lawn Alternatives**, City of Santa Barbara Water Conservation Program
- **Sustainable Landscaping**: Resource Efficient Landscapes for Santa Barbara County, Santa Barbara County Water Agency and City of Santa Barbara Public Works Department
- **How to Be Water-Wise in Your Garden**, Family of Santa Barbara Water Providers
- **How to Water Your Garden**, Sunset, 2000.
- **Water-Wise Gardening for California**: Advice and Design Ideas for the 21st Century, from the Editors of Sunset

Also see www.sbwater.org for additional water-saving information.

Guideline Organization. The ABR landscaping guidelines are broken into five sections. The first section describes when Landscape Plans are required and licensing requirements. The second section consists of general landscape guidelines applicable to all ABR projects, including duplex and multi-family residential projects. The third section includes additional guidelines for commercial and industrial projects. Vegetation removal guidelines are described in the fourth section. The last section covers special constraint area guideline topics.

SECTION 1 Landscape and Irrigation Plan Applicability

1.1. Landscape Plans

A. Applicability.

1. **Commercial, Industrial, Institutional, or Multi-Family Projects** on vacant lots require a landscape plan.
2. **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites require landscape plans when:
 - a. Existing landscaped areas are proposed for removal or alteration and/or
 - b. New landscaping improvements are proposed.
3. **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information submittal at the ABR's discretion.
4. **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:
 - a. When a proposed improvement involves a historic, archaeological, or environmental resource or hazard and/or
 - b. To lessen potential project impacts to public scenic views.

5. **Planning Commission Projects.** A Landscape Plan is required for projects subject to Planning Commission review unless waived.
- B. **Exemptions.** Minor projects, small parking area landscaping or landscaping that is not visible to the public may be exempt from the above requirements as determined by the ABR. In these instances, proposed landscaping may be shown on the site plan rather than on a separate landscape plan.
- C. **Plan Contents.** Landscape plans must be submitted prior to the ABR Preliminary Review hearing. Landscape plans shall indicate:
 1. Location, size, species and common name of existing and proposed trees, shrubs, plants and turf.
 2. Any trees proposed for removal indicated with an "X."
 3. Total landscaped area in square feet.
 4. Total proposed water-wise and non-water-wise planting areas in square feet and as a percentage of total area landscaped with plants. "Water-wise" plants are required for 80% or more of residential project landscaped areas and 100% of commercial project landscaped areas (unless an exemption is granted for recreation use.)
 5. Location of any proposed paved surfaces.
 6. Site and lot landscape and hardscape area percentages.
 7. Existing and proposed landscaping for street parkway strips fronting the subject property.
 8. Irrigation plans, except when the ABR waives this requirement. An irrigation plan must include the City Water Conservation compliance statement at final approval. Refer to Landscape Design Standards for Water Conservation § 22.080.020 for further irrigation plan requirements.
 9. For projects in the High Fire Hazard Area, additional submittal requirements apply (see Appendix C); for example:
 - Indication of which existing and proposed vegetation is native and indication of existing native vegetation to be retained.
 - Include the method used to remove vegetation (e.g. mechanical or hand cutting).
 - Delineate landscape zones around structures following plant placement suggestions per Appendix C (0-30 ft., 30–50 ft., 50–70 ft. and 70–100 ft.)

Final Landscape Plans may also be required to include additional planting, specifications, and erosion control measures.

1.2 Licensing Requirement

- A. **General.** Pursuant to State Law, the preparation of landscape and/or irrigation plans for all commercial, industrial, institutional and multi-family projects must be executed and stamped by a licensed landscape architect.
- B. **Plans Prepared by Unlicensed Persons.** Unlicensed persons may prepare landscape plans for projects consisting only of landscaping for 5,000 square feet or less. (Please refer to current State Landscape Architects Practice Act, Business and Professions Code section 5615 et seq.)

However, the ABR may require a licensed landscape architect to prepare plans for these projects in the following circumstances:

1. The unlicensed person's landscape or irrigation plan submittals are determined inadequate or otherwise do not meet minimum review standards.
2. The proposed project involves extensive grading, revegetation or improvements with unique or sensitive habitats or environments.

SECTION 2 General Guidelines

Landscaping is considered an integral part of a project's design. Landscaping can enhance the City's natural beauty. Landscaping can complement new development as well as provide neighborhood cohesiveness. Landscaping embellishes and enhances new construction. Landscape plans should reflect consideration of overall site aesthetics. However, avoid using landscaping to correct problems of design, privacy or bulk. The architecture of a building should be of sufficient aesthetic quality to stand alone regardless of potential landscape changes over time. Landscaping improvements should:

- Complement architecture;
- Provide outdoor privacy areas;
- Provide screening for undesirable views;
- Provide usable and functional open space; and
- Use appropriate water-wise plants, limited turf and efficient irrigation design principles.

The following general guidelines apply to all types of landscaping proposals.

2.1 **Site Layout and Massing** Landscape massing refers to plant material that creates an appearance of substantial vegetation. The landscape plan should balance plant material and hardscape site elements such as walkways and walls.

- A. **Lot Landscape Coverage.** Landscape massing shall provide for a generous overall percentage of plant landscaping in relation to the site and lot hardscape. Paved areas should be minimized and planting areas maximized.
- B. **Unit Screening.** Where appropriate, consider screening plants, such as hedges, to create privacy between units. Special care to ensure mature hedge heights and sizes will fit the space is needed to ensure only a minimal amount of pruning is necessary for maintenance. Hedges shall comply with SBMC §28.87.170.
- C. **Compatibility.** Landscaping visible from the street should be compatible with the surrounding neighborhood in plant type and scale. Site elements such as walls,

steps, fences, etc. should be compatible with neighborhood elements in scale, color and materials.

- D. **Trees for Shade and Weather Protection.** Canopy, skyline, and specimen trees shall be provided for shade and weather protection.

2.2 **Plant Selection.** Plant selection for the landscape plan should consider principles of sustainable landscaping and be sensitive to the elements described below.

- A. **Blending with Existing Vegetation.** Blend the type, coloring, size, and height of proposed vegetation into existing vegetation.
- B. **Growth.** Consider appropriate plant selection and location to:
 - 1. Reduce the potential for normal plant material growth to significantly block an adjacent unit's primary scenic view or sunlight (solar access), and/or
 - 2. Achieve privacy screening and produce a desired aesthetic result. Select plants that can grow to the necessary screening height without having to be pruned.
 - 3. Ensure vegetation scale consistent with public view preservation called for in the Coastal Plan and General Plan (e.g. Land Use Element City Scenic Routes).
- C. **Adaptability.** Emphasis shall be placed on the concept of "Right Plant/Right Place." Select plants that are naturally adapted to the growing conditions of the site: soil type, slope, climate tolerance, space limitations, etc.
- D. **Native and Mediterranean Plants.** Use native plants whenever possible. Where non-native species are used, emphasize plants from other Mediterranean climate regions.
- E. **Invasive Plants.** Avoid invasive plant use, especially in, or adjacent to, environmentally sensitive habitat areas. Carefully select plants to avoid species that might migrate from the landscape and become "weeds." (Refer to the attached List of Invasive Plants, Appendix D, published by the California Exotic Pest Plant Council.)
- F. **Fire Retardant Landscaping.** Use fire retardant landscaping where possible. See Section 5.3 High Fire Hazard Area Landscape Design and Appendix C for information about High Fire Hazard Area landscaping requirements. A list of plants which are highly flammable and should not be planted in the High Fire Hazard Area is included in Appendix C.
- G. **Plant Spacing and Height.** Space plants according to their mature size, allowing for plant maturation without crowding or root damage. Consider mature plant height to avoid unnecessary pruning and hedging, especially under windows and eaves of structures and along property lines.
- H. **Group by Plant Needs.** Plants with similar cultivation, watering and sun/shade requirements should be grouped together into "hydrozones" and designated to separate appropriate valve types per SBMC §22.080.020.

- I. **Limit Turf.** Use turf only in areas where appropriate for recreational uses. Adhere to turf reduction percentage requirements in SBMC §22.080.020. Consider lawn alternative species.

2.3 **Sustainability Principles.** Guidelines throughout this document support sustainable principles. Landscape and irrigation system design should reflect consideration of sustainable landscaping principles and be sensitive to elements described below. Also, see the additional sustainability concepts in Special Area Guidelines, Section 5.

- A. **Preserve Existing Vegetation.** Preserve existing vegetation and significant trees as much as possible (See Section 4, Tree and Vegetation Preservation).
- B. **Natural Features and Graded Areas.** Avoid unnecessary grading and removal of soil. Protect existing natural features and re-vegetate graded areas as soon as possible.
- C. **Climate Buffering.** Use landscaping to control sun and wind: For example, the use of deciduous trees and/or vines on the south sides of buildings can provide passive heat in the winter and cooling in the summer.
- D. **Erosion-Prone Areas.** Consistent with the Seismic Safety Element, species that add weight to a hillside (such as ice plant) shall be avoided on steep hillsides or adjacent to bluff top areas susceptible to erosion. Deep-rooted species that assist in stabilizing slopes and control erosion are encouraged.
- E. **Water Efficiency.** Water-efficient landscaping is mandatory per SBMC §22.080.020. Landscaping and irrigation shall be planned with consideration for water conservation through use of water-wise plant species, water-efficient irrigation systems and other methods listed in SBMC §22.080.020, including using drip irrigation and mulching and designing irrigation to minimize runoff .
- F. **Reducing Runoff.** Plant species that require significant watering (such as turf) shall be avoided on steep hillsides or narrow pathways, planters and parkways. Such areas are difficult to irrigate without significant runoff. Note the requirements in SBMC §22.080.020
- G. **Irrigation.** Use water-efficient irrigation systems, including drip irrigation, micro sprayers, bubbler and rotating spray nozzles. Use smart irrigation controllers and rain sensors. Note the requirements in SBMC §22.080.020
- H. **Waste Minimization.** Sustainable landscape planning that protects the environment by using minimal resources and creating minimal waste is encouraged.
- I. **Stormwater Management.** Santa Barbara properties most commonly drain to local creeks, which then flow to the ocean. Non-point source pollution such as pesticides and fertilizers from lawns, heavy metals from driveways and pet waste pose a significant threat to the quality of life on our beaches and streams. Stormwater should be viewed as a resource with environmental and educational significance that can give unique character to neighborhood landscapes. Bioswales, infiltration areas, vegetated filter strips, porous paving, rainwater cisterns, and rainwater gardens should be incorporated into site design to allow biofiltration of sediment and pollutants, to slow down potentially damaging flows,

and to increase the presence of nature within the community. These measures are very attractive, low tech, low cost, low maintenance and provide significant benefits to our environment. Appropriate choice of plantings and irrigation for the site helps reduce urban runoff and the subsequent non-point source pollution.

- J. **On-Site Water Retention and Natural Drainage.** Use methods to retain water on the site to recharge groundwater and to use for future watering (e.g. cisterns). Design landscaping to enhance natural drainage and biofiltration of pollutants through the use of bioswales, detention basins and other techniques.
- K. **Permeability and Percolation.** Use urban runoff/pollution control Best Management Practices to maximize the permeability of sites and on-site percolation of runoff. For example, design projects to minimize paved areas, collect runoff on-site, or maximize hardscape area permeability with brick or pavers on sand.
- L. **Drainage Flow.** Use natural watercourses, earth swales, v-ditches, drywells and water dissipation devices to enhance drainage flow on and through the site.

2.4 **Street and Driveway Design.** Street and driveway designs should utilize the following design concepts.

- A. **Grading, Exposed Excavations and Retaining Walls.** Design streets or driveways to limit grading quantities, steep, exposed excavations and avoid the use of retaining walls where possible.
- B. **Street and Driveway Widths.** Limit street and driveway widths to reduce paving quantity and encourage slower vehicle speeds, while providing adequate access. Consider the use of ribbon driveways, pavers and other materials that decrease the amount of pavement and increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.
- C. **Garage Orientation.** Where possible, orient driveways and garages to be street-friendly, so that garage or carport openings are not facing directly onto streets.
- D. **Sidewalk Widths.** Provide street sidewalk widths that allow for landscaped parkways to buffer pedestrians from street traffic.
- E. **Street Trees.** City street trees should be incorporated into a project when none exist and/or at locations recommended by the ABR or City Arborist and the Street Tree Master Plan. Any street tree removal is subject to Park Commission approval.
- F. **Street Tile:** Refer to the City of Santa Barbara Paver Surfaces and Transitions Guidelines. The guidelines have been developed by the City under the auspices of the Access Advisory Committee to Staff, the Architectural Board of Review, and the Landmarks Commission. The guidelines are intended to facilitate the design review process, in consideration of City discretionary standards and in conjunction with the California Title 24 Accessibility requirements.
- G. **Plants and Irrigation in Parkway.** Water-wise plants are required and turf is prohibited in parkways. Drip irrigation or low precipitation rate sprinklers/bubblers

are encouraged and irrigation must be designed to minimize runoff. See the City's list of recommended plants for parkways.

2.5 Parking Lots Parking lot designs for commercial, industrial, institutional, or multi-family residential developments are required to provide attractive and durable screening for adjoining areas (SBMC §28.90.050). Canopy trees provide important benefits in parking lots, such as producing shade, moderating the heat absorbed by asphalt, and reducing air pollution from parked cars. The ABR is charged with enhancing parking lot designs to offset utilitarian appearances. The following standards apply to all parking areas, parking lots, and automobile service station/mini-market designs. Please note paving standards are also included in Section 3.1 and 3.2.C.

- A. **Perimeter Planter Requirements.** Municipal Code §28.90.050.3 contains perimeter planter requirements. The Code also provides the ABR with the ability to reduce or waive the requirements where alternative landscaping and designs proposed are equally effective in meeting the ordinance intent. In accordance with the ordinance, the ABR will consider whether a landscape planter waiver can be granted in the following circumstances:
1. Unique lot or existing building configurations will not allow a full parking area with five (5) foot wide planters; or,
 2. Where an existing building precludes a driveway with full-sized planters; or
 3. The project entrance is enhanced with an effective landscape screen, screen walls, decorative paving, significant architectural elements and/or skyline trees; or
 4. Significant landscaping is proposed on other portions of the site so the plan maximizes landscaping within the parking area and/or throughout the project.
- B. **Plant Types.** Planting shall consist of trees, shrubs and ground cover. Water-wise plant use is required, as is flowering vine use on fences and walls. No turf is allowed.
- C. **Shade and Greenery.** Use canopy trees in the interior of surface parking lots to provide shade and greenery. SBMC §28.90.050.3 requires a ratio of trees to parking spaces. Beyond this requirement, providing tree canopy coverage to result in at least 50% of the total paved area to be shaded within fifteen (15) years is recommended. (Refer to List of Recommended Parking Lot Canopy Trees-Appendix A).
- D. **Vertical Clearance.** Mature tree canopies should have a vertical clearance of fifteen (15) feet in order to accommodate lighting fixtures. Lighting fixtures should be lower than mature canopy trees. (Comply with Outdoor Lighting Design Guidelines).
- E. **Pavement Minimization.** Consider variable materials to reduce the appearance of substantial paving and to increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.
- F. **Irrigation.** Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff.

SECTION 3 Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects

The following guidelines are applied to Commercial/Industrial and Multi-Family Residential projects as specified below in addition to the General Guidelines in Section 2.

- 3.1 **Commercial/Industrial/Institutional.** Landscape planning in commercial and industrial areas of the City should have a different emphasis than residential areas. The focus in commercial/industrial areas should be on streetscape, driveway areas and parking lots. Mixed-use developments should consider goals from both commercial and residential landscape guidelines. Large pavement areas, such as driveways and parking areas, should be embellished through material variation and/or pedestrian walkway delineation.
- 3.2 **Multi-Family Residential.** Exceptional landscape plans for multi-family residential developments are important due to the dense nature of these projects. The following guidelines are specific to proposed multi-family residential landscape plans.
- A. **Outdoor Living Space Area.** Designs should attempt to maximize the open yard area for each new dwelling unit, providing real usable outdoor living space, with special emphasis on safe, usable play areas for children. Consideration will be given for small or alternative landscaping designs for highly urban areas.
 - B. **Outdoor Living Space Design.** Outdoor living area designs should have functional areas relating to site, solar access, and floor plans.
 - C. **Pavement.** Vary paving materials to create interest and to delineate circulation within the ground plane, including separation between pedestrian and vehicular access.
 - D. **Habitat Enhancement.** Use habitat-enhancing trees and shrubs.
 - E. **Plants for Building Edges.** Use vines and espaliered plants to soften building edges.
 - F. **Screening.** Design the site to screen unsightly elements (e.g., carports, parking stalls, trash areas).
 - G. **Maintenance.** Projects must be maintainable and sustainable.
 - H. **Minimize Green Waste.** Select plant species whose mature size is appropriate for the area planted to minimized pruning. Prune for health, not for size reduction or invasion control.
 - I. **Landscape Protection.** Protect landscaped areas from vehicular and pedestrian encroachment with raised planting surfaces or curbs. Concrete step areas or stepping-stones should be provided in landscape planters adjacent to parking spaces.

3.3 Two-Family (R-2) Zone

Two-family (R-2) Zone projects are subject to the following guidelines. These projects should also be designed with special consideration for consistency with Street and Driveway Guideline 2.4.B, above.

- A. **Street Presence.** Street presence is an important consideration. When required private outdoor living space is provided in the front yard, avoid high hedges and/or solid walls.

- B. **Open Yard Area Landscaping.** The required 600 square foot open yard area should include landscaping (e.g. trees and plant materials).
- C. **Pavement Minimization.** Consider the great value in minimizing pavement to the fullest extent possible and including pervious surfaces.

SECTION 4 **Tree and Vegetation Preservation**

4.1 **General.** Development should be sensitive to existing mature trees as they are a valued community resource. The ABR's goal is to prevent unnecessary tree removal. Mature trees should be integrated into project design rather than removed. All feasible options should be exhausted prior to tree removal.

- A. **Goal.** Existing tree preservation and protection shall be a primary goal of a landscape design.
- B. **Projects Proposing Tree Removal.** If existing tree preservation is not possible, tree loss may result in required tree replacement(s) or possible project denial.
- C. **General Tree Replacement Standards.**

Trees four (4) inches in diameter or greater at four (4) feet above grade in height removed shall be replaced on site on a minimum one-to-one basis, unless an alternative replacement ratio is deemed necessary as part of the environmental review process. The standard required mitigation for tree loss is a 3:1 ratio replacement. This standard can also be increased up to 10:1 depending on the type of tree removed, lot size, and size and expected survival rate of replacement trees.

The appropriate replacement size shall be determined through the environmental review process in conjunction with ABR review depending on the size and biological value of the tree and on-site conditions. (See Native and Specimen Tree Protection and Replacement Standards, below).

- D. **Native and Specimen Tree Protection and Replacement Standards.**
Consistent with Conservation Element Visual Resources Policy 4.0 and Biological Resource Policy 4.0, efforts shall be made to preserve trees. In particular, native trees, including oak trees and specimen trees are subject to the following guidelines:
 - 1. **Earth Disturbance Prohibitions.** No earth disturbance is allowed in the circular area one-third the distance of the overall canopy/dripline as measured from the trunk. (For example, if the tree canopy is 30 feet, no work can be done in the first 10 feet from the outside edge of the trunk in all directions.) In other areas under the canopy/dripline, earth may only be disturbed with hand tools.
 - 2. **Arborist's Report.** Any work within the general vicinity of the dripline of a native or specimen tree may require an Arborist's Report. If an Arborist's Report is required, the ABR may defer to the report's recommendations.
 - 3. **Paving.** Paving and other non-permeable surface encroachment under native and specimen tree canopy/driplines should be minimized. For oak trees, no paving is allowed under the canopy due to their sensitivity to

paving. If paving or other non-permeable surfaces encroach within a canopy, no more than 25% of the total area beneath the canopy dripline can be covered, and paving may only be placed by hand or with hand tools.

4. **Distance from Structures.** The edge of the mature native or specimen tree canopy/dripline should remain a minimum of five (5) feet from all new structures.
5. **Protection Notes.** Proposed projects which may impact existing native or specimen trees are required to submit Tree Protection notes as part of the final landscape submittal. Notes shall be located on all site and/or grading plans.
6. **Replacement Dimensions.** If it is determined that a native or specimen tree is to be removed, the diameter of the required replacement tree(s) will be equal to or greater than one-quarter the diameter of the existing tree (e.g., a 12-inch-diameter oak will be replaced with one measuring no less than 3 inches). Smaller tree replacement sizes than this formula may be specified in some cases to ensure replacement tree availability.

4.2 Landscape Maintenance/Conditions of Approval

The ABR may conditionally approve projects to maintain landscaping to allow natural tree growth to mature heights. It is unlawful to cut down or otherwise destroy trees as outlined in Chapter SBMC §15.24. Tree removal and excessive pruning of trees is considered destruction and shall be considered a violation of ABR conditions of approval for required landscaping.

SECTION 5 Special Areas

5.1 Hillside Residential Landscape Design

Landscaping in hillside areas should be sensitive to the community's view of the new development, as well as the view from the subject property. The following guidelines are specific to hillside areas of the City.

- A. **Appearance.** Landscaping should visually diminish the mass of structures as viewed from the community. Plantings should be selected from a palette of California native plants or Mediterranean plants that blend into the hillside and frame views. Plantings should not distract from the natural hillside profile. For example, palm tree installation would be discouraged, especially along ridgelines. Also, brightly colored flowers such as begonias planted to cover large areas of publicly visible fences and walls would be discouraged because they contrast with the surrounding hillside when viewed from a distance.
- B. **Natural Surroundings.** Oak woodlands, steep slopes, bluffs, creeks, watersheds, or other native habitats should be evaluated by a biologist, arborist, or landscape architect to determine the appropriate landscape plant selection and maintenance to minimize negative effects on natural areas.
- C. **Grading.** Grading should be minimized.

- D. **Slope Failure.** In the event of slope failure, a soils engineer, geologist or landscape architect may be required to recommend appropriate mitigation for plantings and/or irrigation installation as well as erosion control measures.
- E. **Erosion Control Measures.** Erosion control measures should also be included on hillside landscape plans. Also, refer to the Seismic Safety Element Landslides Hazard Reduction recommendations section.

5.2 Creeks, Water Courses and Wetlands

Projects near creeks, water courses and wetlands are subject to the following guidelines. These projects should also be designed with special consideration for consistency with Sustainability Guidelines 2.3.

- A. **Degradation Prohibition.** Development in and adjacent to creeks shall not degrade the creeks or their riparian environments. Where existing creeks, watercourses, and/or wetlands provide a natural environment, avoid removal of these environments.
- B. **Native Plant Species.** Protect, maintain, enhance, and/or restore native plant species and vegetation in areas along natural creeks, watercourses and wetlands.
- C. **Expert Use.** Consult a licensed landscape architect and/or biologist to provide recommendations and/or specifications to plant, protect or revegetate a site. In many cases, a biologist will be required to participate in the development of restoration and/or revegetation plans.
- D. **Immediately Adjacent Landscaping.** Only native, non-invasive vegetation shall be planted immediately adjacent to creeks, watercourses and wetlands. Also, see Conservation Element and Local Coastal Plan direction regarding development on bluffs.
- E. **Buffer Landscaping.** Vegetative buffers shall be provided between natural areas and developed or high-use areas. Buffer vegetation should be native, but may include non-native vegetation if it is non-invasive.

5.3 High Fire Hazard Area Landscape Design

- A. **Vegetation Modification Zone.** Provide or create a vegetation modification zone around structures consistent with Fire Department High Fire Hazard Area Landscape Guidelines. The guidelines specify drought-tolerant and fire-resistant plants to reduce wildfire risks. Please consult with the Fire Department's Wildland Interface Specialist.
- B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation use is encouraged for major cut and fills slope landscaping where development occurs on hillsides.

LIST OF RECOMMENDED PARKING LOT CANOPY TREES

Acacia stenophylla	Shoestring Acacia
Acer paxii	Evergreen Maple
Acrocarpus fraxinifolius	Pink Cedar
Arbutus 'Marina'	(no common name)
Bauhinia variegata	Purple Orchid Tree
Brachychiton populneus	Bottle Tree
Calodendrum capense	Cape Chestnut
Cassia excelsa	Crown Of Gold
Cedrela fissilis	Cigarbox Tree
Chionanthus retusus	Fringe Tree
Cupaniopsis anacardioides	Carrotwood
Eucalyptus ficifolia	Red Flowering Gum
Eucalyptus leucoxylon	White Ironbark
Firmiana simplex	Chinese Parasol Tree
Jacaranda mimosifolia	Jacaranda
Koelreuteria bipinnata	Chinese Flame Tree
Magnolia grandiflora	Southern Magnolia
Melaleuca styphelioides	Prickly Paperbark
Metrosideros excelsus	New Zealand Christmas Tree
Morus alba	White Mulberry
Pistacia chinensis	Chinese Pistache
Platanus acerifolia	London Plane Tree
Podocarpus gracilior	Fern Pine
Pyrus calleryana	Bradford Pear
Pyrus kawakamii	Evergreen Pear
Quercus suber	Cork Oak
Quercus virginiana	Southern Live Oak
Sophora japonica	Japanese Pagoda Tree
Spathodea campanulata	African Tulip Tree
Stenocarpus sinuatus	Firewheel Tree
Tabebuia ipe	Pink Trumpet Tree
Tabebuia chrysotrica	Golden Trumpet Tree
Tristania conferta	Brisbane Box

Trees selected from Street Trees Recommended for Southern California, published by Street Tree Seminar, Inc.

Criteria for inclusion as follows:

- adaptable to Sunset Zones 23-24,
- mature height over 30 feet,
- small planter areas adaptability,
- fast to moderate growth rate,
- form somewhat spreading
- not overly messy.

City of Santa Barbara

LANDSCAPE DESIGN STANDARDS
FOR WATER CONSERVATION

Adopted June 27, 1989

I. **Introduction**

It is the policy of the City of Santa Barbara to promote the efficient use of water. These standards are intended to promote such efficiency while allowing the maximum possible flexibility in designing attractive and cost effective landscapes. The standards were adopted by the Council of the City of Santa Barbara on June 27, 1989 as Resolution No. 89-077. The effective date of the standards is July 27, 1989.

II. **Definitions**

- A. **Landscaped Area**: All areas that are proposed to be planted or to be covered with permeable material as a part of a development proposal.
- B. **Drought Tolerant Plants**: Those plants that are likely, after becoming established, to remain healthy in the proposed location on irrigation limited to twelve inches of water per square foot per year.
- C. **Design Review Board**: The Architectural Board of Review or Landmarks Committee or any joint meeting of these two boards.

III. **Applicability**

Compliance with these standards is mandatory for all landscaping proposed as a part of projects that are subject to review by the Architectural Board of Review or Landmarks Committee. (SBMC Section 22.80.020)

IV. **Exceptions**

Exceptions to these standards may be granted only by the design review board having jurisdiction and only after making a finding that the exception will promote equivalent or greater water conservation. Requests for exceptions shall be in writing and shall be submitted to the City at the time of making application for review by the design review board.

V. **Compliance Requirements**

- A. All lawns shall utilize turf species listed as low water use varieties on the most recent list of low water use species published by the University of California Cooperative Extension.
- B. Turf shall not be used on slopes of 20% or greater.
- C. Except where additional lawn area is specifically determined by the design review board to be intended for passive or active recreational use, the following restrictions shall apply:
 - 1. Commercial projects shall be designed without the use of turf.
 - 2. In projects other than commercial projects, including residential and institutional type projects, no more than 20% of the landscaped area shall be planted in lawn and/or non-drought tolerant plants.
- D. All planted areas, except those with lawns, groundcover, or other low lying shrubs, shall include mulch material to an average thickness of at least two inches throughout, except in the immediate vicinity of plant stems.
- E. Irrigation systems shall be designed such that there are separate valves serving each of the following areas:
 - 1. Lawn areas;
 - 2. Areas planted with non-drought tolerant plants; and
 - 3. Areas planted with drought tolerant plants.
- F. Irrigation systems shall be designed to prevent overspray and run-off. Areas of sprinkler coverage shall be shown on the irrigation plan.
- G. A written list of irrigation stations, and the precipitation rates of those stations in inches per hour, shall be included on the irrigation plan.
- H. Drip, trickle, or other low volume irrigation shall be provided on at least 25% of the landscaped area.

VI. **Recommended Additional Measures**

The following components are recommended for inclusion at the option of the designer, except when in conflict with other code requirements:

- A. Provide tensiometers in conjunction with automatic irrigation controllers, where appropriate, installed in accordance with manufacturers' recommendations.

- B. Where appropriate as an alternative to automatic irrigation control, use metering valves designed to apply a specified amount of water.
- C. Where feasible, provide permeable paving instead of asphalt or concrete on patios, walkways, and parking areas.
- D. Avoid use of turf and spray-type irrigation systems in areas that have a relatively high perimeter-to-area ratio, such as parkways, medians, and narrow beds.
- E. In cases where structural or horticultural requirements do not conflict, provide infiltration trench, drywell, cistern, or other means to prevent rain gutter and pavement run-off from leaving the site.
- F. Provide soils amendments as appropriate to improve moisture holding properties of the soil.
- G. Provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.

VII. **Submittals**

- A. Applicants subject to mandatory compliance shall provide all relevant information on the landscape plans, including common and botanical names for plant and turf species, calculations of allowable areas of lawn area and non-drought tolerant plants, required areas of drip/trickle irrigation, and specific requests for any exception to the requirements of these standards. Requests for exception must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made.
- B. A landscape architect, licensed under the laws of the State of California, shall state on the plans that the landscape design complies with the mandatory elements of these standards.

EXCEPTION: On projects that are limited to one single family residence and on projects consisting solely of landscaping and not more than 5,000 square feet thereof, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to state that the plans are in compliance with these standards.

A City-approved format shall be used for all statements of compliance.

VIII. **Determination of Conforming Installation**

A landscape architect, licensed under the laws of the State of California and listed with the Building Official as an eligible special inspector, shall inspect the completed installation prior to final building permit approval and shall determine in writing that the installation substantially conforms to the approved plans.

EXCEPTION: On projects that are limited to one single family residence and on projects consisting solely of landscaping and not more than 5,000 square feet thereof, the owner of the property and a landscape contractor licensed under the laws of the State of California shall also be authorized to perform such inspection and conformance determination.

A City-approved format shall be used for all conformance determinations.

IX. **Compliance Verification**

Verification of compliance with these standards, as applicable, shall be by the Community Development Department and the design review board in accordance with the following requirements:

- A. No development application shall be scheduled for final review by the design review board unless the plans contain all required information and a statement of compliance in accordance with Section VII above.
- B. The design review board shall be authorized to interpret, but not to waive, the requirements of these standards. Any appeal of a decision of the design review board regarding these standards shall be by the process established for appeal of other decisions of the board.
- C. No building permit shall be issued unless the statement of compliance required by Section VII above has been included on the final landscape plans submitted for plan check.
- D. No building permit shall be given final approval prior to receipt by the Building Official of a written determination of conformance as required by Section VIII above.



City of Santa Barbara
 Fire Prevention Bureau

High Fire Hazard Area Landscape Guidelines

Ordinance #5257

The following landscape guidelines should be utilized to incorporate fire resistant landscaping on all parcels within the High Fire Hazard area. The guidelines meet the requirements for the Fire Department "Minimum Brush Clearance Standards," per Appendix IIA of the California Fire Code (2001 Edition), as adopted by Ordinance #5257. These standards apply to all parcels within the High Fire Hazard area (See "Minimum Brush Clearance Standards" handout). Fire resistant landscaping with proper plant spacing and maintenance can impede the progress of a wildfire, reduce its intensity, and provide a safe buffer to protect a structure.

Incorporation of the High Fire Hazard Area Landscape Guidelines into the review process will assist the City in complying with existing regulations for vegetation modification, balance the aesthetic beauty of our area, protect our resources, and reduce the risk associated with wildfire and habitat resources.

Guidelines

Landscape plans submitted for review shall include the following:

- A vegetation plan that details existing native vegetation with species name and locations.
- Include on the vegetation plan which plants will be removed or retained.
- Include the method used to remove vegetation (for example: mechanical or hand cutting).
- Landscape plans should include new plantings with species name and specific location of plantings to scale.
- Recommendations for plant placement should be followed as outlined in Table 1.
- Landscape plans must delineate landscape zones around all structures for a distance of 100 feet as follows:

- Zone 1 - (0-30 feet from structure)
- Zone 2 - (30 to 50 feet from structure)
- Zone 3 - (50 to 70 feet from the structure)
- Zone 4 - (70 to 100 feet or greater from the structure)

All landscape plant species must be fire resistant (See enclosed Desirable Qualities for Fire Resistant Landscape Plants, Table 2). Certain plant species are considered to be undesirable in the High Fire Hazard area landscape. The enclosed list of Undesirable Plant Species (Table 3) should not be planted within 100 feet of any structure, unless listed otherwise.

Slopes over 20% are at increased risk from wildfire, therefore the Fire Department recommends additional vegetation modification for a total distance of 150-200 feet from any structure.

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.

Table 1: Recommendations for Plant Placement

ZONE 1 0 – 30 feet	This area is closest to a structure. It provides the best protection against the high radiant heat that result during a wildfire. Plants should be low growing, irrigated plants. Focus should be on ground covers not more than 12 inches in height or succulents. Use non-flammable materials for paths, patios, and mulch. Trees should not be planted closer than 15 feet from a structure.
ZONE 2 30 – 50 feet	Maintain a reasonably open character in this area. Plant low growing ground covers and succulents resistant to fire. Shrubs up to 3 feet can be planted but should have at least 18 feet spacing between other shrubs or other trees. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Do not plant shrubs underneath canopy of trees. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 3 50 – 70 feet	This area should have native and Mediterranean plantings that require irrigation and should not be higher than 4 to 6 feet. Shrubs should be spaced at least 18 feet away from each other. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 4 70 – 100 feet or greater	This zone is furthest from the structure. Plantings once established need no irrigation. There is no limit to height. Shrubs planted in this area should have 18 feet spacing or be planted in clusters with at least 18 feet spacing. Trees can be planted in groups or with individual spacing at least 30 feet from other trees.
SLOPES > 20%	If additional vegetation modification is required on slopes over 20% vegetation should be reduced through thinning of existing plants, pruning, removal of dead material, and removal of fire ladders (Fire ladders exist if a fire's flames can spread from the ground into shrubs and trees up to a house).

TABLE 2 - Desirable Qualities for Fire Resistant Landscape Plants

Plant qualities that are desirable for fire resistant plants are:

- Ability to store water in leaves or stems.
- Produces limited dead and fine material.
- Extensive root systems for controlling erosion.
- Plant has high levels of salt or other non-resinous compounds within its tissues that can contribute to fire resistance.
- Ability to withstand drought.
- Plants that are low growing in form.
- Ability to withstand severe pruning.
- Low levels of volatile oils or resins.
- Ability to resprout after a fire.

Table 3: Undesirable Plant List

Certain plants are considered to be undesirable in the landscape due to characteristics that make them highly flammable. These characteristics can be either physical or chemical. Physical properties would include large amounts of dead material retained within the plant, rough or peeling bark, and the production of profuse amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious as species containing these volatile substances.

Plants with these characteristics should not be planted in High Fire Hazard areas. They are referred to as target species since their partial or complete removal is a critical part of hazard reduction. The following is a list of plants that should be avoided within the landscape zones defined in Table 1.

Undesirable Plant Species

Natives	Domestics
<i>Adenostoma fasciculatum</i> – Chamise	<i>Acacia</i> species
<i>Adenostoma sparsifolium</i> – Red Shank	<i>Casuarina</i> species - Beefwood
<i>Artemesia californica</i> – California Sagebrush	<i>Cortadera</i> species – Pampas Grass
<i>Baccharis</i> species (low growing form OK)	<i>Cupressus</i> species – Cypress
<i>Eriogonum fasciculatum</i> – Common Buckwheat	<i>Eucalyptus</i> species – Eucalyptus
<i>Olneya tesota</i> - Iron wood	<i>Juniperous</i> species – Juniper (except species which grow less than 1 foot)
	<i>Melaleuca</i> species
	<i>Pennisetum</i> - Fountain Grass
	<i>Pinus</i> species – Pine
	<i>Schinus molle</i> – California pepper tree (within 50 feet of structure)

Other plants may be considered undesirable because of their ability to naturalize and become a pest. These types of plants should be avoided, especially in sensitive riparian or coastal areas where they could become established and compete with native vegetation.

On steep slopes care should be taken to avoid erosion problems created or enhanced by vegetation removal. Deep rooted ground covers and landscape plants should be utilized to hold soil in place. Avoid shallow rooted ground covers. For example, iceplant while an effective ground cover on flat surfaces would be undesirable on a steep slope because its shallow rooted nature may increase erosion when the root zone becomes saturated during heavy rains, exposing bare soil. In areas where target species compromise the total vegetation, partial removal is recommended to obtain Fire Department “Minimum Brush Clearance Requirements.”

CalEPPC List of Exotic Plants of Greatest Ecological Concern in California

Species in bold have invaded the Southwest California ecological region, in which Santa Barbara is located. For more information, see: www.cal-ipc.org/ip/inventory/pdf/Inventory2006.pdf

♦ = Alert status has been issued by the CalEPPC

High

- Aegilops triuncialis* (barb goatgrass)
- ♦ ***Alternanthera philoxeroides*** (alligatorweed)
- Ammophila arenaria*** (European beachgrass)
- Arundo donax*** (giant reed)
- Brassica tournefortii* (Saharan mustard, African mustard)
- Bromus madritensis* ssp. *rubens* (=B. *rubens*)** (red brome)
- Bromus tectorum* (downy brome, cheatgrass)
- Carpobrotus edulis*** (Hottentot-fig, iceplant)
- Centaurea maculosa*** (=C. *bibersteinii*) (spotted knapweed)
- Centaurea solstitialis*** (yellow starthistle)
- Cortaderia jubata*** (jubatagrass)
- Cortaderia selloana*** (pampasgrass)
- Cytisus scoparius*** (Scotch broom)
- Delairea odorata*** (=Senecio *mikanioides*) (Cape-ivy, German-ivy)
- Egeria densa*** (Brazilian egeria)
- Ehrharta calycina*** (purple veldtgrass)
- ♦ ***Eichhornia crassipes*** (water hyacinth)
- ♦ *Euphorbia esula* (leafy spurge)
- Foeniculum vulgare*** (fennel)
- Genista monspessulana*** (French broom)
- Hedera helix*, *H. canariensis*** (English ivy, Algerian ivy)
- ♦ ***Hydrilla verticillata*** (hydrilla)
- Lepidium latifolium*** (perennial pepperweed, tall whitetop)
- ♦ ***Ludwigia hexapetala*** (=L. *uruguayensis*) (Uruguay water-primrose)
- Ludwigia peploides* ssp. *montevidensis*** (creeping water-primrose)
- Lythrum salicaria* (purple loosestrife)
- ♦ ***Myriophyllum aquaticum*** (parrotfeather)
- Myriophyllum spicatum* (Eurasian watermilfoil)
- Onopordum acanthium*** (Scotch thistle)
- Rubus armeniacus*** (=R. *discolor*) (Himalaya blackberry, Armenian blackberry)
- ♦ *Salvinia molesta* (giant salvinia)
- ♦ *Sesbania punicea* (red sesbania, scarlet wisteria)
- ♦ *Spartina alterniflora* hybrids (smooth cordgrass, Atlantic cordgrass)
- ♦ *Spartina densiflora* (dense-flowered cordgrass)
- Spartium junceum*** (Spanish broom)
- Taeniatherum caput-medusae*** (medusahead)
- Tamarix parviflora* (smallflower tamarisk)
- Tamarix ramosissima*** (saltcedar, tamarisk)
- Ulex europaeus* (gorse)
- Moderate
- Ageratina adenophora*** (croftonweed, eupatorium)
- Ailanthus altissima*** (tree-of-heaven)
- ♦ ***Asparagus asparagoides*** (bridal creeper, smilax asparagus)
- ♦ ***Asphodelus fistulosus*** (onionweed)
- Atriplex semibaccata*** (Australian saltbush)
- Avena barbata*** (slender wild oat)
- Avena fatua*** (wild oat)
- Brassica nigra*** (black mustard)
- Bromus diandrus*** (ripgut brome)
- ♦ ***Cardaria chalepensis*** (=C. *draba* ssp. *chalepensis*) (lens-podded whitetop)
- Cardaria draba*** (hoary cress)
- Carduus pycnocephalus*** (Italian thistle)
- Carpobrotus chilensis*** (sea-fig, iceplant)

Moderate (continued)

- Centaurea calcitrapa* (purple starthistle)
- Centaurea melitensis* (Malta starthistle, tocalote)
- Chrysanthemum coronarium* (crown daisy)
- Cirsium arvense* (Canada thistle)
- Cirsium vulgare* (bull thistle)
- Conium maculatum* (poison-hemlock)
- Cynara cardunculus* (artichoke thistle)
- Cynodon dactylon* (bermudagrass)
- Cynosurus echinatus* (hedgehog dogtailgrass)
- Cytisus striatus* (Portuguese broom, striated broom)
- Dipsacus sativus* (fuller's teasel)
- ♦ *Dirtrichia graveolens* (stinkwort)
- Ehrharta erecta* (erect veldtgrass)
- ♦ *Ehrharta longiflora* (long-flowered veldtgrass)
- ♦ *Emex spinosa* (spiny emex, devil's thorn)
- Eucalyptus globulus* (Tasmanian blue gum)
- ♦ *Euphorbia terracina* (carnation spurge)
- Festuca arundinacea* (tall fescue)
- Ficus carica* (edible fig)
- Geranium dissectum* (cutleaf geranium)
- Hirschfeldia incana* (shortpod mustard, summer mustard)
- Holcus lanatus* (common velvetgrass)
- Hordeum marinum*, *H. murinum* (Mediterranean barley, hare barley, wall barley)
- ♦ *Hypericum canariense* (Canary Island hypericum)
- Hypericum perforatum* (common St. Johnswort, klamathweed)
- Hypochaeris radicata* (rough catsear, hairy dandelion)
- Leucanthemum vulgare* (oxeye daisy)
- Linaria genistifolia* ssp. *dalmatica* (=L. *dalmatica*) (Dalmation toadflax)
- Lolium multiflorum* (Italian ryegrass)
- Lythrum hyssopifolium* (hyssop loosestrife)
- Mentha pulegium* (pennyroyal)

- ♦ *Mesembryanthemum crystallinum* (crystalline iceplant)
- Myoporum laetum* (myoporum)
- Nicotiana glauca* (tree tobacco)
- Oxalis pes-caprae* (buttercup oxalis, yellow oxalis, Bermuda buttercup)
- Pennisetum setaceum* (crimson fountaingrass)
- Phalaris aquatica* (hardinggrass)
- Potamogeton crispus* (curlyleaf pondweed)
- ♦ *Retama monosperma* (bridal broom)
- Rumex acetosella* (red sorrel, sheep sorrel)
- Sisymbrium irio* (London rocket)
- Torilis arvensis* (hedgeparsley)
- Trifolium hirtum* (rose clover)
- Vinca major* (big periwinkle)
- Vulpia myuros* (rattail fescue)
- ♦ *Washingtonia robusta* (Mexican fan palm, Washington palm)

Limited

- Acacia melanoxylon* (black acacia, blackwood acacia)
- Agrostis avenacea* (Pacific bentgrass)
- Agrostis stolonifera* (creeping bentgrass)
- Bassia hyssopifolia* (fivehook bassia)
- Brassica rapa* (birdsrape mustard, field mustard)
- Briza maxima* (big quackinggrass, rattlesnakegrass)
- Bromus hordeaceus* (soft brome)
- Cakile maritima* (European sea-rocket)
- Cardaria pubescens* (hairy whitetop)
- Carduus tenuifolius* (slenderflower thistle)
- Cotula coronopifolia* (brassbuttons)
- Crataegus monogyna* (English hawthorn)
- Dactylis glomerata* (orchardgrass)
- Descurainia sophia* (flixweed, tansy mustard)
- Echium candicans* (pride-of-Madeira)
- Erodium cicutarium* (redstem filaree)
- Eucalyptus camaldulensis* (red gum)
- Hypochaeris glabra* (smooth catsear)

Limited (continued)

Iris pseudacorus (yellowflag iris)
Lobularia maritima (sweet alyssum)
Marrubium vulgare (white horehound)
Medicago polymorpha (California
burclover)
Myosotis latifolia (common forget-me-
not)
Olea europaea (olive)
Parentucellia viscosa (yellow
glandweed, sticky parentucellia)
Pennisetum clandestinum (kikuyugrass)
Phoenix canariensis (Canary Island date
palm)
Picris echioides (bristly oxtongue)
Piptatherum miliaceum (smilograss)
Plantago lanceolata (buckhorn plantain,
English plantain)
Poa pratensis (Kentucky bluegrass)
Polypogon monspeliensis and *subsp.*
(rabbitfoot polypogon, annual
beardgrass, rabbitfoot grass)
Pyracantha angustifolia, *P. crenulata*, *P.*
coccinea, etc. (pyracantha, firethorn)

Ranunculus repens (creeping buttercup)
Raphanus sativus (radish)
Ricinus communis (castorbean)
Robinia pseudoacacia (black locust)
Rumex crispus (curly dock)
Salsola paulsenii (barbwire Russian-
thistle)
Salsola tragus (Russian-thistle)
Saponaria officinalis (bouncingbet)
Schinus molle (Peruvian peppertree)
Schinus terebinthifolius (Brazilian
peppertree)
Schismus arabicus, *S. barbatus*
(mediterranean grass)
Senecio jacobaea (tansy ragwort)
Silybum marianum (blessed milkthistle)
Sinapis arvensis (wild mustard,
charlock)
Tamarix aphylla (athel tamarisk)
Undaria pinnatifida (wakame)
Zantedeschia aethiopica (calla lily)

ARCHITECTURAL BOARD OF REVIEW GUIDELINES

PART 3

MEETING PROCEDURES



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Revised

July 3, 2007

ARCHITECTURAL BOARD OF REVIEW GOALS

The Architectural Board of Review (ABR) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

- A. to protect the historic and architectural qualities of Santa Barbara;
- B. to protect the beauty and ecological balance of Santa Barbara's natural resources;
- C. to insure development and building is consistent with the policies of the General Plan and Zoning Ordinance;
- D. to promote high standards in architectural design and the construction of aesthetically pleasing structures;
- E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;
- F. to encourage planning which is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;
- G. to promote neighborhood compatibility;
- H. to encourage the preservation of pre-1925 and Hispanic styles of architecture;
- I. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture;
- J. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal; and
- K. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources.

ARCHITECTURAL BOARD OF REVIEW GUIDELINES

MEETING PROCEDURES

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INTRODUCTION

SECTION 1 Interpretation and Application

The general purpose of the ABR Meeting Procedures is to guide applicants to better understand the ABR's meeting and review process and Staff's role in ABR agenda preparation. Applicants should also consult the ABR Guidelines, which are divided into two parts. Part 1 contains the Architectural Design Guidelines. Landscape Design Guidelines are under a separate cover of the ABR Guidelines as (Part 2). The ABR Architectural Design and Landscape Design Guidelines (Parts 1 and 2) have been developed to ensure that high standards of design are maintained in development and construction in the City of Santa Barbara. The ABR Design Guidelines are also intended to assist the public in understanding stated goals and adopted ABR policies. In addition to the Meeting Procedures and ABR Design Guidelines contained in this document, there are other Supplemental Design Guidelines, listed in Part 1.

These meeting procedure guidelines are designed to provide direction to the ABR members and to the public as a whole. Nothing herein shall be interpreted in a manner contrary to the requirements of State law or the Municipal Code and in the event of a conflict between the requirements of State law or the Municipal Code and these guidelines, State law or the Municipal Code shall prevail. All questions regarding the proper interpretation and application of these Guidelines shall be resolved by the ABR or, upon an ABR action appealed to the City Council.

Staff will make periodic updates to the Architectural Board of Review Guidelines to implement preferred procedures and guidelines and reflect changes in the regulatory environment.

SECTION 2 General Information and Procedures

2.1 General Information

- A. **Meeting Dates and Location.** The Full Board ABR meetings occur every other Monday beginning at 3:00 P.M. in the David Gebhard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California. The ABR meetings may be televised live on the local Government Access channel. Agenda items are scheduled as time-certain with the final item scheduled for no later than 8:00 P.M. Please note changes may occur to the meeting agendas due to postponement of items as described in Section 2.7.

If a holiday falls on Monday, meetings will be held on the following Tuesday or at the discretion of the Board. The Consent Calendar review occurs at 1:00 P.M. on the same day and it is also held in the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, California.

Occasionally there is a need to cancel a regular meeting or to hold a special meeting. Dates and times of such meetings shall be posted in the usual manner.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Division at (805) 564-5470. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.

- B. **Applications and Filing.** Application instructions are available at the Community Development Department/Planning Counter at 630 Garden Street and on-line. Business hours are 8:30 A.M. to 4:30 P.M., Monday through Thursday and every other Friday. For a current list of office hours, and a schedule of Friday closures, please visit the City's website at www.SantaBarbaraCA.gov, or call (805) 963-0611.

Applications are accepted for the next available agenda based on a first-come-first-serve basis. Filing applications may be required by appointment only; appointments may be requested by calling 805-564-5578. Applications are date-stamped and submittal times are logged to assist Staff in determining project priority. Projects requiring a noticed hearing will be scheduled accordingly after an application is received. For example, approximately two and a half weeks is needed in order to schedule a project that requires a mailed noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues identified in a zoning plan check process shall not be placed on an agenda. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment and number of items submitted.

- C. **Licensing Advisory.** The Business and Professions Code of the State of California and the Municipal Code of the City of Santa Barbara restrict preparation of plans for certain project types to licensed professionals. Applicants are encouraged to consult with Building and Safety or Planning Staff to verify requirements for their specific projects.

Unlicensed persons are limited to the preparation of ABR plans for:

1. Multiple family dwellings not to exceed four (4) units per lot, of wood frame construction, and not more than two stories and a basement in height;
2. Non-structural changes to storefronts; and,
3. Projects consisting solely of landscaping of not more than 5,000 square feet. See additional information regarding landscape plan licensing advisories in Part II of these Guidelines.

- D. **Application Completeness.** Due to the high volume of projects that require ABR review, it is important for applicants to submit complete applications. (Please refer to the handout available at the Planning Counter entitled Design Review Submittal Packet, which describes the elements of a complete application.) Failure to submit a complete application may result in Planning Staff refusing to accept the application at the counter or the inability to place a project item on the next available agenda. The ABR may deem an application incomplete, for example, if the application submittal lacks sufficient photographs or does not provide required information.

- E. **Notice and Posting.** Both the regular agenda and consent calendar are posted for public review on the outdoor bulletin board at 630 Garden Street adjacent to the David Gebhard Public Meeting Room, and in the Planning and Zoning

Counter area at 630 Garden Street. Agendas and minutes are also available on the Community Development Department's website a minimum of 72 hours prior to each meeting at www.santabarbaraca.gov/abr.

- F. **Fees.** Fees are based on the size, scope and type of project proposed. Staff will determine appropriate application fees based on the current fee resolution adopted by the City Council. Staff at the Planning Counter can provide the most recent information, and the fee schedule is available on-line at: www.santabarbaraca.gov/Resident/Home/Forms/planning.htm

G. **Staff Contact.**

Community Development Department
Planning Division
630 Garden Street

Phone: (805) 564-5470 Fax: (805) 897-1904

Website:

www.santabarbaraca.gov

e-mail: ABRSecretary@santabarbaraca.gov

or ABR Planning Technician in format: FirstInitialLastName@santabarbaraca.us

- 2.2 **Agenda Organization.** Agendas for a meeting are organized on an approximate "time certain" basis. The following agenda order usually applies. However, the agenda times are subject to change in that an item may be heard either earlier or later than noted in the approximate schedule due to continuances or postponements of agenda items. It is recommended that people arrive at least 15 minutes before the approximate time for their item of interest.

A. **General Business**

1. Public Comment
2. Approval of minutes
3. Consent Calendar
4. Announcements, requests by applicants for continuances and withdrawals, and future agenda items
5. Reports from subcommittees
6. Potential project violations
7. Discussion items

B. **Appeals**

C. **Concept Review (continued items first, followed by new items)**

D. **Preliminary Review (continued items first, followed by new items)**

E. **In-Progress Review**

F. **Final Review (continued items first, followed by new items)**

G. **Review After Final**

Instructions for the ABR regarding the review level which may take place for the project are indicated in capital letters in parentheses after each item.

- 2.3 **Notices.** Some projects require a noticed hearing before the ABR. When a noticed hearing is required, written notice of the hearing is mailed to the applicant, the owners of the 20 closest lots, and the owner of any lot within 100 feet of the project. In addition, notice of the hearing is posted on the site of the proposed project. If a project requires another land use decision by the City Council, Planning Commission, or Staff Hearing Officer, the notice for the first Design Review hearing shall comply with the notice requirements for that hearing body. The purpose of these notices is to provide an early opportunity for adjacent property owners and occupants to comment on development proposals that may impact their property. (Please see Santa Barbara Municipal Code § 22.68.040 for the types of applications that require a noticed hearing and the specific noticing requirements).

In addition to the mailed notice described above, the City will mail meeting agendas to “interested parties” associated with a parcel or project. A member of the public may request to become an “interested party” in one of the following three ways: 1) indicate he or she wishes to be listed as “interested party” on a “Request to Speak” form available during ABR hearings; 2) submit correspondence to the ABR secretary via U.S. mail or email requesting to be listed as an interested party; or 3) visit the Planning and Zoning Counter at 630 Garden Street and request to be listed as an interested party.

If the Community Development Director determines that plan substitutions constitute a substantial change from the previously noticed plan (including, but not limited to, changes to the project’s, size, bulk, scale, form or design), the Community Development Director may require the project to be re-noticed for another public hearing. The Community Development Director may also require an additional noticing fee to be paid by the applicant in these cases.

2.4 **Project Presentation / Plan Substitution**

A. **Plan Presentation.** All levels of review with the exception of the Consent Calendar require the presentation of the project by the applicant or the applicant's representative. If no one is available to present an item on behalf of the applicant, the agenda item shall be continued indefinitely. The applicant or the applicant's representative will be responsible for rescheduling the project. Applicants may always submit additional information, architectural details, or notes on additional plan sheets at the hearing when the additional information is consistent with the agendized project (the plans submitted at the time the plans were agendized).

B. **Plan Substitution**

1. Plans originally submitted and filed with an ABR application are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. This policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below.
2. Plans may not be substituted at the first mailed noticed Concept Review Hearing or when a Preliminary or Final Approval is being requested.

3. Plans may be substituted at non-mailed notice Concept or In-Progress reviews if the following conditions have been met:
 - (a) Proposed site plan does not have any changes that would require a Zoning Modification; and
 - (b) Proposed building heights, site plans and elevations are substantially consistent with agendized plans; and
 - (c) The project has the same level of zoning compliance as agendized plans; and
 - (d) A completed Plan Substitution form is submitted to Staff if the new substitute plans are not substantially consistent with agendized plans, the new plans will be agendized for a future meeting.

2.5 Public Hearings and Public Comment

- A. Official public hearings, whereby a mailed notice of a project has been sent to nearby property owners and other interested parties, will be announced by the Chair as an opportunity for public comment prior to ABR comment on plans. No more than one mailed notice public hearing is required to be held at the ABR on any particular development project unless the project has changed substantially from the original application. For agenda items which are not official mailed-notice public hearings, the Chair will invite members of the public, who have submitted request to speak forms, to speak on the items prior to ABR comment. For agenda items that are not public hearings, if no member of the public has submitted a request to speak form, the Chair may commence with ABR review of the items without announcing a public comment opportunity. For all agenda items, speakers who wish to comment on a project may be asked to limit their speaking time to no more than two minutes. The ABR may adjust the length of time each person speaks based on the number of people who wish to speak. In order to manage meeting length, Staff will generally limit the total number of mailed noticed public hearings scheduled per ABR meeting to no more than four.
- B. The ABR recommends that interested neighbors work together either to organize their comments or to select one person to represent the neighborhood and speak on the group's behalf. The following examples of public comment types are appropriate:
 - aesthetic issues
 - design issues
 - neighborhood compatibility
 - environmental issues

Comments on topics that may not be within the ABR's purview, such as the following, are discouraged:

- site land use or zone designation
- project density
- project affordability

- C. The ABR shall consider public comments directly related to aesthetic issues involving architecture, landscaping issues and compatibility with the surrounding area. These general guidelines are in place to manage meeting duration each week.

2.6 **Review Levels.** See the ABR Checklist available at the Planning counter or the City's website for specific submittal requirements for each level of review.

A. **Concept Review**

- 1. Concept Review is an informal review process during which no formal action is taken. Applicants are encouraged to present sketches and/or conceptual drawings. ABR comments give the applicant general directions for future review but they are not binding on future discussion of the item.

The ABR or Staff may limit a project to two (2) Concept Reviews prior to Planning Commission review.

- 2. The ABR may request a site visit or story poles to be placed at the site prior to commenting or taking action on the application.
- 3. Concept review considers broad issues such as site planning, general architectural style and the project's relationship to its site and surrounding buildings.
- 4. Concept review is required prior to any other City reviews (such as environmental review, Planning Commission, etc.), and before any formal action is taken by the ABR. Preliminary approval is not usually granted at a Concept Review level. Generally, an application must receive "positive comments" from the ABR prior to the project's placement on another review body's hearing agenda.
- 5. A Concept Review does not result in a formal action and, therefore, may not be appealed.

B. **Preliminary Review**

- 1. Preliminary Review is a formal review of an application prior to preparation of working drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.
- 2. Preliminary approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial changes between Concept Review and Preliminary Review will result in the project returning to the concept level.
- 3. All significant elements of any facet of the architectural appearance, landscaping and site/building orientation must be found consistent with the applicable Guidelines in order to receive approval at this level of review.
- 4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to Preliminary Approval.

5. For purposes of Government Code Section 65950, a preliminary approval shall be considered to be "approval" of the project by the ABR and concludes the discretionary phase of project review. It shall constitute the substantive ABR design approval of the project which is appealable; however, final approval is still required prior to building permits.
- C. **In-Progress Review.** Applicants are encouraged to participate in In-Progress Review, which occurs after Preliminary Approval. If the ABR has expressed concern about a specific item (e.g. details, colors, etc.) the applicant may be requested to submit "In Progress" drawings to assure that the drawings are consistent with the Preliminary Approval.
- D. **Final Review.** Final Review is a formal review of completed working drawings, prior to submittal for a building permit.
1. The final plans will be approved if they are in substantial conformance with the plans given preliminary approval. If the applicant proposes substantial changes to the plans, a new preliminary approval will be required. All Planning Commission Conditions of Approval shall be included on the plans.
 2. All details, color samples, door hardware and exterior lighting fixtures shall be included for review. The Design Review Final Approval Submittal Checklist indicating sheet numbers where plan details are located within plan sets must be submitted with the final proposed details.
 3. A Final Review approval may be obtained subject to conditions that allow minor details to return on the Consent Calendar.
- E. **Review After Final.** Review After Final occurs when there is a proposed change to a project after final approval of the project has been granted. Plans submitted should include all information on drawings, which reflect the proposed changes. If changes are not clearly delineated or shown, they cannot be construed as approved. Additional fees are charged for review after final. Any changes to a project for which "review after final" approval is requested shall be subject to a substantial conformance determination for conformance with the Final Approval.
- F. **Consent Calendar.** The Consent Calendar is meant to expedite the review of minor projects. One ABR member who is assisted by Staff reviews the Calendar. Applicants are advised to attend but are not required to attend or make a presentation of the project. A recommendation regarding each item on the Calendar is made to the full ABR for action. Such recommendation is not final until acted upon by the ABR. The ABR may take an item off the Consent Calendar to be considered by the Full ABR. The ABR may also direct some projects or portions of projects to the Consent Calendar for review. In addition, Staff has been delegated the discretion to place the following items on the Consent Calendar when appropriate:
1. Minor upper floor addition where the upper story already exists and the amount of proposed square footage is small.
 2. Addition of trash enclosures if they meet minimum ordinance requirements,

complement the building's architecture and are not within public view.

3. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
4. Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
5. Minor exterior or site changes.
6. Time extensions beyond the first time extension for minor projects.
7. Any project within categories listed below under "Minor Alterations Eligible for Administrative Staff Approval."

G. Minor Alterations Eligible for Administrative Staff Approval. Some minor design alterations may be approved as a ministerial action by the Community Development Director or appointed representative without review by the ABR. The Community Development Director or appointed representative has the authority and discretion to refer any minor design alteration to the ABR if the alteration has the potential to have an adverse effect on the architectural integrity of the building, structure or surrounding property. ABR Staff also may refer any projects which do not appear to comply with applicable guidelines up to the ABR Consent Calendar or Full Board.

All projects which qualify for Administrative Staff Review are subject to general compliance with adopted design guidelines and any specific design standards applicable to the project as stated below. Not all project types have specific administrative approval criteria. The Administrative Staff Review process is limited to the types of additions or alteration projects listed in Section 10.1 of Part 1 of these ABR Guidelines.

- | | |
|---|--|
| • Additions: Minor | • Roofs (and "Reroofs") |
| • Awnings | • Sheds, Spas and |
| • Chimneys and Metal Flues | Trash/Recycling Enclosures |
| • Color Changes: exterior | • Sidewalk Seating for |
| • Decks and porches: minor alterations | Commercial Outdoor Dining Areas |
| • Doors: minor alterations | • Skylights |
| • Driveways/Paving/Minor Sitework | • Soil Remediation Systems: Temporary (1 Year) |
| • Fences | • Time extension – first extension |
| • Landscape Improvements | • Trellises |
| • Lighting: Exterior | • Walls – Freestanding |
| • Mechanical Equipment: General | • Window – minor alterations |
| • Mechanical Equipment: Rooftop Equipment | |

H. Construction Without Permit (“As-Built”)

The ABR shall review as-built applications with the same degree of scrutiny and consideration afforded other proposed new projects utilizing the following criteria:

1. As-built work shall comply with all adopted design guidelines or be made to comply.
2. As-built work constructed or completed without benefit of review by the ABR may be subject to denial if the work is deemed unacceptable.
3. Materials used and construction quality shall be evaluated by the ABR when determining if the as-built work is acceptable as constructed.

2.7 Procedure for Continuances, Postponements, Referrals, and Absences

- A. **Continuances.** A continuance is the carrying forward of an item under discussion to a future meeting. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, or (ii) by action of the ABR. Unless a continuance is necessary in order for the ABR to receive reports or other information, the ABR Chair should offer the applicant the option of agreeing to the continuance or requesting that the ABR give the project an up or down vote at the present meeting. A noticed hearing item may be continued to a “date certain” without renoticing, or may be continued indefinitely, subject to renoticing.
- B. **Postponements.** A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact ABR Staff prior to the meeting date and state the reason(s) justifying the postponement. If an application has been postponed more than twice, the ABR may deny the application “without prejudice” to a future application. Without prejudice means the ABR will have no reservations or pre-formed opinions in reviewing a resubmitted project.
1. Applicants that request a postponement before 4:30 p.m. on the Thursday prior to the meeting date, will be scheduled on the next available agenda that complies with applicable noticing requirements.
 2. If an applicant fails to request a postponement before 4:30 p.m. on the Thursday prior to the meeting date, the item will be postponed indefinitely. It is the applicant's responsibility to contact staff in order to reschedule the item for consideration. An applicant that fails to timely request a postponement shall pay a rescheduling fee.
 3. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants that arrive late for their scheduled agenda item may be postponed indefinitely unless the ABR agrees to hear the item and if time permits.

4. ABR Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The ABR Staff-person may also consult with the ABR Chair to assist in scheduling discussion items and to determine appropriate time allocations for projects when long agendas are planned.
- C. **Consent Calendar Referrals to Full Board.** Items that are referred from the Consent Calendar to the Full ABR by the Consent Calendar reviewer will be heard at the beginning of the Full ABR meeting if time permits. The ABR may choose to have the item scheduled at the Full ABR on the next available agenda. If the Full ABR pulls an item from the ABR Consent Calendar and makes a motion to refer it to the Full ABR, no additional conditions or requirements can be placed on that item unless the applicant is notified or has been given the opportunity to be present for the discussion. Staff will notify the applicant when an item is referred to the Full ABR and ABR could not approve the Consent Calendar item as presented. Items referred from the Consent Calendar to the Full ABR shall be rescheduled on the next available agenda.
- D. **Absences at Consent Calendar.** Although not recommended, applicants need not be present for consideration of items on the Consent Calendar. Staff may present projects when applicants are absent. If an applicant does not attend the Consent Review, project approval may be delayed. If an applicant is absent, the project would not be denied on the Consent Calendar; instead, the project would be continued indefinitely.

2.8 Decisions

- A. **City Charter.** In reviewing all proposed plans, the ABR is required by Section 814 of the City Charter to "consider and be guided by the protection and preservation as nearly as is practicable of the natural charm and beauty of the area in which the City is located and the historical style, qualities and characteristics of the buildings, structures and architectural features associated with and established by its long, illustrious and distinguished past."
- B. **Findings to Approve a Project.** In order to approve a project, the ABR shall make a finding that the project is consistent with any applicable laws and guidelines.
- C. **Project Denial.** The ABR may deny a project inconsistent with applicable guidelines. The ABR shall deny a project where a project is inconsistent with required findings. The ABR should include reasons for a project denial in the motion for project denial.
- D. **Special Findings for Wireless Antennas.** The ABR must take action to minimize adverse visual impacts associated with wireless antennas and equipment installation. The ABR shall consider compatibility with nearby buildings, appropriate screening, site location, antenna color and size in order to find no adverse visual impacts will result.

- E. **Grading Permits.** (SBMC §22.69.020.E) For grading permits reviewed by the ABR, the following two additional findings must be made for project approval:
1. No significant increase in siltation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and
 2. No substantial loss of southern oak woodland habitat.
- F. **Vegetation Removal Permits** (SBMC §22.69.020.F)
- For vegetation removal permits reviewed by the ABR, the following three additional findings must be made for project approval:
1. Will result in no significant increase in siltation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and
 2. Will result in no substantial loss of southern oak woodland habitat; and
 3. Will comply with all applicable provisions of Chapter 22.10, "Vegetation Removal," of this Code.
- G. **Project Denial.** The ABR may deny a project inconsistent with applicable guidelines. The ABR shall deny a project where a project is inconsistent with required findings. The ABR should include reasons for a project denial in the motion for project denial.

2.9 Action, Appeals, and Expiration of Approval

- A. **Time Limits on Approvals.** Conceptual comments are valid for one year. ABR preliminary approval is valid for one year from the date of the approval unless a time extension or final approval has been granted. Final approval is valid for two years from the date of final action unless a time extension has been granted or a Building Permit has been issued.
- B. **Time Extensions.** Time extensions may be requested and granted in accordance with the provisions of Santa Barbara Municipal Code § 22.68.110. The time periods specified for final approval shall not include any period of time during which (i) a moratorium on the issuance of building permits, imposed after the final approval, is in effect; or (ii) a lawsuit involving the preliminary or final approval is or was pending in a court of competent jurisdiction.
- C. **Appeal of ABR Decision.** Any action of the ABR on an application for preliminary or final approval may be appealed to the City Council in accordance with Section 22.68.100 and Chapter 1.30 of the Municipal Code. An appeal is limited to the scope of action. The standards of review at each level of review are explained in Section 2.6. If a project is approved by the ABR, the Preliminary Approval decision is the critical decision on the design elements of the project that should be appealed. Otherwise, the Final Approval decision may be appealed only on the basis that it is inconsistent with the Preliminary Approval. If a project was granted an approval without a Preliminary Approval decision, the Final Approval decision is the substantive decision that may be appealed.

The letter of appeal stating the reasons for the appeal must be filed with the City Clerk within ten (10) calendar days of the contested action together with the appropriate appeal fee.

- D. **Re-Filing a Denied Project.** When an application is denied by the ABR, the same application cannot be refiled with the ABR for one year, unless the application is substantially changed from the original. The changes to a denied application that is refiled within one year must mitigate the reason for denial. An application may also be denied “without prejudice” by the ABR, which may allow an applicant to re-file a similar application without waiting one year.

2.10 Plan Check and Building Permit

- A. **Preliminary Zoning Plan Check.** All development applications are reviewed prior to ABR agenda placement for zoning compliance. The project applicant is responsible for verifying compliance with all applicable codes and regulations.
- B. **Building Plan Check.** Following Final ABR Approval, applicants may submit plans to the Building and Safety Division for plan check. ABR Staff is not responsible for routing plans to Building and Safety for building permits. If any changes are made to plans during the Building Plan check code compliance process that would alter the exterior appearance of the building(s), Staff shall decide if the revised plans require further ABR review. When the plans have completed the plan check process and all corrections have been made, ABR Staff will stamp the plans and sign the zoning clearance/design review approval stamp in order to allow issuance of a building permit.
- C. **Building Permit.** Building permits are required to be issued for most ABR approvals in order to verify and inspect compliance with ABR approvals. Changes to a project during construction may necessitate Review After Final approval by the ABR or Staff.

SECTION 3 Jurisdiction

- 3.1 **ABR Jurisdiction.** The ABR shall review and take action to approve, conditionally approve, or deny all applications for:

- A. **Building Permits: Nonresidential, Multiple Family, and Mixed Use.** All applications for building permits to alter the exterior of or erect a non-residential, multiple family, or mixed use (residential and non-residential) building or structure or which will result in two or more detached dwellings on one lot shall be referred to the ABR for review. Questions about review of certain types of projects have arisen periodically. The two following types of projects are specifically included in those projects subject to ABR review:
 - 1. Exterior courts and courtyards which are not permanently covered are also subject to review if a building permit is required for the work.
 - 2. The project results in an exterior color change to any commercial building, or to a multiple family project that is being reviewed by the ABR for other changes (such as condominium conversion).

Applicants in doubt about whether a project requires ABR approval, are advised to consult with ABR Staff.

- B. **Grading Permits** involving grading (cutting or filling) on a lot or lots (other than a lot in a single-family zone or a lot developed exclusively with a single-family home) shall be referred to the ABR for review. (SBMC §22.68.020.D)
- C. **Subdivision Grading Plans** involving grading (cutting or filling) on a lot or lots (other than lots in single family zones) shall be referred to the ABR for review. (SBMC §22.68.020.C).
- D. **City-Owned Land.** All buildings or structures erected upon any City owned land (or land leased to the City). (SBMC §22.68.090).
- E. **Outdoor Lighting.** Any change of, or addition to, the outdoor lighting of any building or property subject to ABR review (SBMC § 22.75.050).
- F. **Highway 101 Improvements.** Improvements to Highway 101 or appurtenant highway structures which require a Coastal Development Permit located within the Highway 101 Santa Barbara Coastal Parkway Special Design District, except for Highway 101 projects in the El Pueblo Viejo Landmark District. SBMC §22.22.140(C). (SBMC §22.68.020.F)
- G. **Signs.** The review of signs in the City is under the authority of the Sign Committee. Appeals of Sign Committee decisions are reviewed by the Historic Landmarks Commission if within El Pueblo Viejo or other landmark districts and by the ABR if within the remainder of the City (SBMC §22.70.050.I).
- H. **Other Applications.** Applications referred to the ABR for architectural, site plan, design and/or professional review.
- I. **Parking Lots.** Applications for construction or alterations to a parking lot associated with a commercial or residential project, which are under ABR's jurisdiction.
- J. **Wireless Communication Antennas and Facilities.** Applications for wireless communication facilities, including wireless facilities, must be reviewed to minimize design and installation visual impacts (SBMC § 28.94.030.DD).
- K. **Historic Resources.** Projects involving structures identified as a potentially significant historic resource through a study or by inclusion on the City's Potential Historic Resources List may be referred to the Historic Landmarks Commission for design review recommendations.

SECTION 4 Meeting Conduct

4.1 General Procedures

- A. **Robert's Rules of Order.** The ABR has adopted Robert's Rules of Order for the formal conduct of meetings. Robert's Rules of Order shall govern the conduct of meetings unless otherwise provided by these Guidelines or as may be determined appropriate by the Chair of the ABR. However, the general meeting procedures tend to be less formal.
- B. **Discussions Outside of Regularly Noticed Meetings.** It shall be a general policy of the ABR that private discussions between applicants and ABR members, or groups of ABR members shall not be initiated or encouraged by ABR members. If a discussion does occur, it does not constitute official action or recommendations of the ABR. Such a discussion would not reflect the consensus of the entire ABR, nor shall it be construed as an interpretation of the ABR's policies. ABR members are encouraged to inform the ABR of such ex-parte discussions at regularly scheduled meetings.
- C. **Quorum** Four members, one of whom shall be an architect, constitute a quorum. No preliminary or final approval shall be given unless at least four members, including an architect, vote on the motion. Any member with a disqualifying conflict pursuant to the Political Reform Act or Government Code section 1090 shall not be counted toward achieving a quorum.
- D. **Abstention on Continued Items.** A member shall not vote or comment on a continued project if the member was not present during consideration of the project at the most recent meeting at which the project was considered unless the member has reviewed the plans and read the minutes of the relevant portions of that meeting. Any member may make comments at the request of the applicant.
 - 1. An applicant's request that a member abstain from voting or commenting at a meeting, and a member's expression of intent to abstain, shall be made prior to the start of the applicant's presentation at that meeting.
 - 2. This policy on abstention shall not apply to Concept Review.
 - 3. If members abstain under this policy so that fewer than four members are eligible to vote on a project, the applicant can (i) withdraw all of the requests for abstention and waive any objection, or (ii) the project shall be postponed to allow a quorum of eligible members.
- E. **Brown Act Meeting Rules.** ABR meetings (including, at times, meetings of the ABR Subcommittees) are governed by the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) with the general purpose to ensure government decision-making occurs in public.
- F. **Conflict of Interest.** Members must comply with all laws and regulations prohibiting participation by officials in making decisions for which they may have a conflict of interest under State law, in particular the Political Reform Act of 1974.

- G. **Staff Assistance.** Staff shall assist the ABR and the general public through the ABR process. Any Staff comments shall be stated at the beginning of each review.
- H. **ABR Member Attendance.** If a member cannot attend a meeting, the member is asked to contact Staff at the earliest possible opportunity prior to the meeting date.
- I. **ABR Member Compensation.** Members receive \$50 compensation for each full board meeting attended and \$25 for each Consent Calendar meeting completed.
- J. **ABR Member Site Visits.** A site visit may be conducted to a proposed development site when additional site information is required prior to ABR comment or action on a project. Staff shall notify ABR members and the public of scheduled organized or drive-by site visits via notation on the meeting agenda.
- K. **Story Pole Requirements.** The ABR may require story pole installation by applicants to gain a better understanding of the proposed height, size, bulk and scale of a project and its relationship to the surrounding community and potential view impacts. Coordination with the Planning Commission for story pole placement and site visit is recommended. The installation shall follow the City's adopted criteria for story pole placement and installation standards. See the City's Visual Aid Submittal Packet handout, available at the Planning and Zoning Counter and on-line at:
www.santabarbaraca.gov/Resident/Home/Forms/planning.htm

4.2 Officer Election

- A. **Chairperson.** As soon as practical following the first day of January of every year, the ABR shall elect one of its members to serve as Chairperson.
- B. **Vice Chairperson.** Following the election of the Chairperson, the ABR shall elect a Vice-Chairperson who will conduct meetings in the absence of the Chairperson.

4.3 Subcommittees/Advisory Committees.

The ABR may establish one or more subcommittees comprised of three or fewer members appointed by the Chairperson and confirmed by the ABR. Any membership by an ABR member on a subcommittee or other board, commission or committee, not selected by the City Council, shall be confirmed by a majority vote of the ABR. The following are subcommittees or advisory committees to which the ABR appoints representatives.

- A. The Access Advisory Committee to Staff provides assistance and comments to the ABR on accessibility issues.
- B. Visual Arts in Public Places Committee (VAPP) is an advisory committee to which the ABR appoints a representative.